

INSIDE PICTURES PROGRAMME COORDINATOR

Job Specification

WHAT IS INSIDE PICTURES

Inside Pictures is an intensive film leadership skills development programme for 20 ambitious executives from around the world, committed to working within the European Film Industry, who want to expand their business knowledge of the international film industry, extend their network of senior contacts and develop their leadership skills.

The programme is delivered over three weeks (known as modules) in London and Los Angeles between June 2019 and January 2020. During the course, participants are also asked to work on a project, which they pitch to a panel of senior film executives at the end of the course.

Inside Pictures is in its 16th edition. It is a highly respected and reputed training programme, supported by some of the most successful companies in the industry. It is funded by the Creative Europe MEDIA Programme and Screen Skills and presented by the National Film & Television School.

Over the course of the programme, Inside Pictures deals with over 100 applications, 20 participants from around the world, and around 100 high-level senior film executives as guest speakers in Europe and the US.

THE ROLE OF THE INSIDE PICTURES COORDINATOR

This role will be of interest to someone who:

- Is starting out in the film business and is keen to learn about the industry, develop a range of film industry contacts, and hone their project management, marketing and communication skills;
- Is interested in breaking into the business side of films, e.g. sales, distribution, finance.
- Wishes to learn about training and executive development;
- Is interested in working as an executive administrator;
- Is looking to return to work after a career/work break.

The role involves a range of tasks and responsibilities. The Programme Coordinator has overall responsibility for certain elements of the programme including information management, event co-ordination and communication with the industry. However the Programme Coordinator will also need to muck in and do very mundane tasks in support of the team. This will include anything from getting coffee and lunches to managing RSVP lists.

The Programme Coordinator must be able to be flexible on working hours especially when dealing with Los Angeles and during the modules.

All modules and events (apart from the LA module) take place in London. The Coordinator does not travel to LA.

The Coordinator is welcome to work from the NFTS, however it should be noted that there is no permanent base either there or in London. It is therefore essential that the Coordinator is a good communicator, meticulously organised, self-motivated and able to work alone and to strict deadlines. The Coordinator would be expected to meet with the Programme Director and Programme Manager at least once a week in London and, in addition, would be expected to come to the NFTS on several occasions, at key milestones of the programme.

Essential Skills & Qualities:

- Excellent administrative and organisational skills including maintaining databases, schedule management, fielding calls, management of files and paperwork and working to deadlines.
- Confident written and oral communication skills within a team and outward facing with programme participants, industry members and service providers. Good telephone manner. Excellent email correspondence.
- Excellent computer skills to include Word, Excel, Outlook and database management.
- Management of Cloud applications and services such as Google Drive, Dropbox etc.
- Management of online applications such as Survey Monkey and Mailchimp.
- Good writing skills for marketing materials and course newsletter.
- Self-motivated, self-starter with initiative, capable of time management and prioritisation.
- Team player able to work on a number of tasks of varying complexity and administration.
- People person, happy to interact regularly with a range of people in a professional manner.
- Excellent time-keeping, attention to detail, planning ahead.
- Working knowledge of InDesign or similar design programme.

Desirable Skills:

- Event management /organisation.
- Putting together costings for events.

IT requirements:

InDesign, Formsite, Wordpress, Mailchimp, Survey Monkey, Word, Excel, Dropbox, Google Drive

The Role Will Include:

Administrative and Organisational Skills

- Managing weekly To Do list for the team.
- Compiling and managing information for internal management and Programme participants and speakers.
- Events: Arranging events. Booking venues. Choosing menus. Creating seating plans. Issuing invitations and managing RSVP lists.
- Travel and accommodation arrangements for the programme.
- During Modules: managing set up of spaces and all supplies. Arranging Coffee/Tea and lunches every day. All paperwork on hand and logged.

- Feedback: compiling and issuing course feedback questionnaire on Survey Monkey, collating results and producing overview document.
- Keeping detailed records of all transactions, communications, contact details – all materials need to be backed up.
- Managing and pulling together information for reporting back to funders.
- Runner duties when necessary.
- Processing course applications and logging them precisely.
- Collating lists of potential applicants, managing complex Excel databases.

Marketing

- Website news –writing and uploading (Wordpress website).
- Newsletters – writing and issuing (using Mailchimp).
- Social media
- Alumni tracking

Communication Skills

- Written and oral communication in a professional manner with participants, speakers, sponsors and funders.
- Dealing with suppliers and contractors
- Writing and proof reading: press releases and marketing materials.
- Managing invites and RSVPS lists.
- Excellent communication with the team is essential.

Computer / Database

- Constant updating of databases and website. Managing speaker and participant chase lists including getting presentations & biographies in from speakers in the UK and US.

HOW TO APPLY:

Please send a CV and covering letter explaining why you are applying and what you feel you can bring to the role, to corinne@inside-pictures.com, copying assist@inside-pictures.com.

OTHER DETAILS:

- This FULL-TIME role is for a FIXED TERM CONTRACT. There is the possibility of renewing the contract should this be of interest. We potentially would consider a 4-day a week part time contract, however only in cases where the applicant displays an exceptional level of skills and experience.
- Interviews during week of 1st July
- Start date: 15 July 2019 (Interviews week of 1st July).
- End date: 31 January 2020.
- Salary: £21k per year.
- Deadline for applications: 6pm Friday 21 June 2019

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