



INSIDE PICTURES



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A company limited by guarantee
Registered in England No. 981908
Registered Charity No. 313429

Inside Pictures LA Coordinator - Contractor 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 LA Coordinator is the team's support for the LA module of the programme and **reports directly to the** Inside Pictures Programme Director of Operations with overview and supervision from Inside Pictures Programme Director of Content ("**IP Management**").

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Lord Attenborough, CBE

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Stephen Louis *Deputy Chairman*
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Floella Benjamin, OBE
Tom Betts
Colin Brown
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Steve Mertz
Simon Relph, CBE
Angela Roberts
Tessa Ross, CBE
David Sproxtton, CBE
Sophie Turner-Laing
Colin Young, CBE

Director
Nik Powell



MAIN SKILLS and COMPETENCIES:

- Exemplary administrative and organizational skills
- Good people skills and telephone manner
- Strong computer skills to include Word, Excel
- Research skills
- Resourcefulness and flexible attitude
- Clean Driving Licence
- Knowledge of LA desirable
- Reliable
- Professional
- Organised
- Calm under pressure

MAIN ROLES TO INCLUDE:

1. Seamless Communications (essential)

Across the duration of employment, the Contractor will provide 'real-time' communication about all aspects of the Inside Pictures Programme Module 2. This will include but not be limited to changes and amendments to the schedule, venues, speakers, and logistics. IP Management will be away from computers moving around LA during the week of the module and often out of phone or email contact.

2. Events & Venues (essential)

- Follow up on the set up of events and venues, when appropriate: the Inside Pictures Programme Director of Operations will book venues and confirm initial arrangements for events. If necessary, IP Management will ask the Contractor to follow up on these leads, to ensure the bookings are confirmed, and to fine tuning details and final arrangements, with overview and management from Inside Pictures Programme Director of Operations.
- The events and venues currently planned are:
 - Participant group outings on Sunday 22 September;
 - Reception / Mixer on Wednesday 25 September (location TBC);
 - Module 2 Closing Dinner at Palihouse on Friday 28 September;
 - All hotel arrangements for sessions;
 - All lunches throughout the week of Module 2, including lunches at studios;
 - Any additional arrangements for sessions taking place at speakers' offices.

3. Industry Mixer Drinks, Invite List and RSVPs (essential)

- Coordinate with the London-based IP Coordinator to record RSVPs, report back to Inside Pictures about the status of the list;
- Where necessary, liaise with the venue regarding invitation list and logistics.

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- Assist during the event on-site (door list and welcoming guests)
- Tally up the actual guests and present final numbers to Inside Pictures.

4. Runner, errands and deliveries, miscellaneous support (essential)

- Select, purchase and delivery of 'room supplies' for participants during the week, in particular before the start of the module (these include sweet and savoury snacks, juices, plastic cutlery, plastic bowls, napkins, water, soft drinks, fresh fruit, milk, cereal, bagels and spreads for light breakfasts);
- Pick up and drop off supplies for the group and management, ahead of the module start as and when needed;
- Wherever possible prepare room for session;
- Willing to assist with technical requirements of speakers and staff;
- Pick up and drop off of speaker gifts and assist with delivery of thank you presents post the module.

5. Transport (essential)

- Will be expected to drive IP Management to and from meetings during the July Prep Trip, to any engagements during module 2, and to assist participants where necessary during module 2;
- Will be expected to drive for the purposes of running errands and travelling to locations;
- Will provide as many airport transfers for IP management as possible, to include but not be limited to airport transfers for Julia Short, Corinne Ranaraja, and any attending Creative Europe MEDIA Programme or Screen Skills representatives.

6. Freight from and to UK (essential and as necessary)

- Tracks and receive freight, ensure freight is delivered to the hotel and ready for use to at the start of the module;
- Assist with preparing and dispatching the return freight at the end of the module.

7. Research (if necessary)

- Collaborate on the Reading Materials for module 2. This is comprised of information about the LA studios, independent film companies and module 2 speakers. These reading materials will be shared with participants ahead of the module on the Inside Pictures Google Drive folder. Research to be conducted online and using available sources;
- Upload press and relevant articles to the shared Inside Pictures Google Drive.

8. Speaker Biographies and Formal Letters (if necessary)

- Assist with distribution of formal speaker letters if necessary.

FEE & DIARY

The fee for this contract is \$3,995 (three thousand, nine hundred and ninety five US Dollars, for a period of 17 days to be spread

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across the period from 15 July to 29 September 2019 inclusive. This is itemised in Annex 3 Work and Invoice Schedule (available upon contracting), and includes:

- July dates:
 - 5 full time day with the Programme Directors, with the possibility of an additional 1 full day for airport transfers.
 - Will need transport support to and from meetings during the days and evenings of the week.
- Pre-Module dates:
 - 3 days prior to the arrival of participants and module start, in order to purchase room supplies and other required materials, and provide transport support to Programme Directors when necessary.
- Module dates:
 - Full time days from Sunday 22 September to Saturday 28 September inclusive;
 - Dates of arrival for Programme Directors TBC.



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END

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