**Job Description**

**Post**: Studio Manager - The Northern Film Studios

**Location:** Hartlepool

**Hours**: Full time, 37 hours per week, permanent (subject to probationary period). This is not a teaching post

**Grade:** PO - £42,039

**Line Manager**: Board Director of The Northern Film Studios (Hartlepool)/Vice Principal (Employability & External Relations) of The Northern School of Art

**Directorate:** The Northern Film Studios (Hartlepool)

**Safeguarding Statement:**

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

**Description:**

The screen sector needs studio space – we are developing a large dedicated film and TV studio and production facility to open in 2021. Funding is in place and the builders are about to move in to re- purpose nearly 30,000 sqft of industrial sheds.

This is an exciting opportunity for a film and TV production professional to be involved in the foundation, and development of one of the largest studio facilities in northern England (the only one in the North East) at a time when the industry is growing rapidly and moving away from the south. We need someone who can move fast to match this.

The Northern School of Art, is known for its teaching across screen industry skills and as part of our support for the creative industries and regeneration of Hartlepool we are working with the support of the Tees Valley Mayor and Combined Authority, and Hartlepool Borough Council to develop a major new commercial location studio for film and TV production – The Northern Film Studios. This facility, an existing, empty, industrial building with more than 3000sqm of floor space makes for an amazing sound stage, large green screen studio plus production offices, workshop space, storage, green rooms and secure lot.

We need you to:

• Develop the market for the facility; and

• Secure major users for the studios.

You will focus on HETV, and mid to low budget features as well as the commercial advertising and promo industry, digital content producers, and other relevant markets.

We aim to establish Hartlepool as the centre of film and TV production in the North East, an area that already secures significant HETV and feature production on location.

**Job Purpose:**

The Studio Manager will lead business development for the studios and manage the whole facility on a day to day operational basis. You will have responsibility for support staff as these are appointed following the successful launch of the studios.

The post-holder will need a deep understanding of studio operation and the film and TV production industry, possessing a strong, wide, and current contact network.

**Main Duties and Responsibilities:**

1. Develop a Business Development Plan for The Northern Film Studios.
2. Lead implementation and delivery of the Business Development Plan, to include trade fairs, familiarisation visits, and, most critically, direct liaison with industry contacts.
3. Report to the company Directors and board – presenting operating, financial and risk mitigation reports as required.
4. Be responsible for the day to day operation of the current facility, including: bookings; health and safety, liaison with production line managers and unit managers.
5. Line management of support staff once appointed.
6. Develop and implement suitable commercial processes and documentation (rental contracts etc.)
7. Develop effective the local supplier networks required to support productions.
8. Work closely with The Northern School of Art - Marketing & PR, Finance, IT and Facilities departments to co-ordinate action and mitigate risk.

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties reasonably commensurate with the nature and grading of the post, as directed by the Board Director of The Northern Film Studios (Hartlepool)/Vice Principal (Employability & External Relations) of The Northern School of Art.

**This list is not exhaustive and is only an indication of responsibilities.**

**Due to the nature of this post, flexibility is required with relation to working hours as some weekend and evening work will be required.**

**Person Specification -Studio Manager**

| Specification | Essential | Desirable | Application form / CV | Interview / selection test | Reference |
| --- | --- | --- | --- | --- | --- |
| **Qualifications/Experience** |  |  |  |  |  |
| Honours degree or equivalent or appropriate exempting professional experience | Y |  | Y |  |  |
| Current driving licence and access to transport for work purposes to enable travel to all School sites | Y |  | Y |  |  |
| Studio operation and management |  | Y | Y |  |  |
| **Experience/Knowledge** |  |  |  |  |  |
| Experience of working with film and TV production | Y |  | Y | Y | Y |
| Experience of working with children or vulnerable adults |  | Y |  |  |  |
| Recent experience of dealing with line production/location management | Y |  | Y | Y | Y |
| Knowledge of the commercial operations and systems for film and TV production and studio operation | Y |  | Y | Y | Y |
| A strong contact book for the screen sector | Y |  | Y | Y | Y |
| Experience/Knowledge of the requirements of location shooting and management | Y |  | Y | Y | Y |
| Knowledge or experience in commercial videography and production | Y |  | Y | Y | Y |
| Knowledge of general Microsoft IT packages: Word, Excel and ability to use them to track information and produce reports |  | Y | Y | Y | Y |
| **Skills and Abilities** |  |  |  |  |  |
| Excellent interpersonal skills; able to relate to colleagues working at a senior level in screen production | Y |  |  | Y | Y |
| Excellent communication skills, both oral and written, including the ability to write and present original reports | Y |  | Y | Y | Y |
| Excellent analytical skills – ability to analyse a problem scenario and identify and evaluate a range of solutions | Y |  |  | Y | Y |
| Excellent organisational and administrative skills with the ability to effectively prioritise work | Y |  |  | Y | Y |
| Committed to regular updating of skills & knowledge | Y |  |  | Y | Y |
| Professional presentation of work and self | Y |  |  | Y | Y |
| Able to demonstrate currency of skills and knowledge | Y |  |  | Y | Y |
| Ability to preserve confidentiality | Y |  | Y | Y | Y |
| Organisational skills and the ability to effectively prioritise and plan a busy workload | Y |  |  | Y | Y |
| Willing to deliver hours flexibly according to need | Y |  | Y | Y | Y |
| Adaptable – able to respond to varying needs of the studios | Y |  | Y | Y | Y |
| Punctual and reliable | Y |  |  | Y | Y |