

## **Filming and Venue Hire Operations Assistant Job Description**

### **Overview**

We are offering an exciting opportunity to join our operational team. You will be working with us to manage the on the ground film and photography operations and being the first port of call for the location manager and or event organiser on the ground.

From large venue hire including fashion shoots, commercials, corporate films, TV dramas to large scale, big budget feature films – by joining us you will be helping to deliver a significant business driver for the benefit of the Trust.

### **Major Purpose:**

This is an operational role with strong client service imperatives. To assist and manage the on the ground delivery and operational excellence in staging the Trust's major film and photography location contracts and providing operational support for larger venue hire and events within the Trust's hireable facilities on site.

**Contract Type:** 0 hour contract as and when required in line with the business demands.

**Rate:** £9.32 per hour

### **Responsible to:**

- Visitor Enterprises Sales Manager

**Close Liaison with:**

- Location managers and event organizers.
- The Estates Team
- Site Manager
- Finance team
- The Security team
- The Visitor Experience team

**Key Tasks:**

- Assist the Enterprises department to deliver and manage the on the ground operations and requirements of the Trust filming, photography and large venue hire contracts.
- Maintain excellent relationships with the existing client base, deliver each contract as agreed to an approved event plan ensuring financial, operational, safety and security needs are met throughout the time a crew or event is with us.
- Support the filming and large venue hire operational set up and breakdown as well as providing the point of contact for the organiser or location manager during filming days or event days.
- Deliver excellent standards, meeting or exceeding the Trust's &/or client expectation.
- Ensure all health and safety requirements are met in line with the location and or event agreement.
- Be proactive in liaising with all other departments, especially when activities impact on other elements of operations &/or activity on site.
- Monitor maintenance and presentation standards, reporting all deficiencies promptly according to an agreed procedure which includes prioritisation and agreeing target dates for rectification. Monitor and report lack of progress.

- Ensure that trust policy and heritage assets are being protected and respected through monitoring the safety of buildings, staff and public and historic monuments during the time of hire.
- Such other duties as may be reasonably requested.

### **Person Specification:**

We require you to adopt the Trust's high standards of professionalism; from managing filming and venue hire operations. We require ownership for your work, whilst at the same time working in a collegiate manner with other departments and individuals.

You should be a positive and confident individual, motivated by high standards and delivering an excellent experience for site users.

- Proven experience within a similar role, with a good understanding of film location operational management.
- A demonstrable knowledge of the film industry
- Excellent interpersonal, communication skills
- A demonstrable ability to meet deadlines.
- Understanding of the sites complex uses and management of the impact filming and venue hire will have on the disruption of day to day site activity.