

Development & Production Assistant

Film City Futures

Film City Futures is looking for a **DEVELOPMENT & PRODUCTION ASSISTANT** to join the existing team delivering **SHORT CIRCUIT**, Scotland's hub for emerging filmmaking talent.

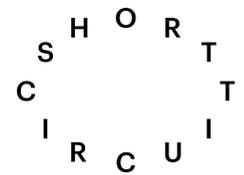
Role:

Short Circuit is a film talent initiative for Scotland, delivered by Film City Futures in partnership with Glasgow Film, and backed by Screen Scotland and BFI NETWORK, supporting the creative and professional development of new and emerging writers, directors and producers.

The Development & Production Assistant is an integral part of the Short Circuit team, working closely with the Talent Executives and the Project Coordinator across the delivery of all Short Circuit programmes and initiatives, and reporting to the Talent Executives on an operational basis.

Responsibilities:

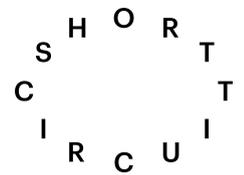
- Support the Talent Executives (TE) in all administrative aspects of our Sharp Shorts and First Features initiatives:
 - Download, file, organise and cross-check submissions for both schemes.
 - Manage the tracking of deliverables for both schemes for all filmmakers.
 - Liaise with supported filmmakers on Sharp Shorts to ensure agreements, Conditions Precedents, and final delivery documents and film files as per the BFI deliverables lists are received and filed.
 - Establish and manage the selection process as guided and directed by the TE.
 - With input and support from the TE, review and update agreements and templates as required, ensuring that all paperwork is consistent, accurate and filed in a timely manner.
- Create and keep updated comprehensive lists and databases of filmmakers and projects as required.
- Monitor and manage the application processes on the Short Circuit website, checking applications for eligibility and supporting filmmakers as needed to submit their applications.



- Liaise with the TE and Project Coordinator (PC) to ensure all information relating to our production and development opportunities is up to date and accessible.
- Support the TE with Sharp Shorts and First Features invoicing and payment processing in collaboration with Short Circuit's bookkeeper.
- Support the TE with ensuring all access requirements are met, managed and accounted for.
- Coordinate assessment meetings and steering groups, including the creation and distribution of minutes.
- Manage the hello@shortcircuit.scot and applications@shortcircuit.scot email accounts, respond to emails or direct enquiries appropriately in a timely manner.
- Support the PC and TE with reporting needs as required.
- In collaboration with the TE and PC, liaise with the Film City Futures and Glasgow Film teams to ensure seamless support for the sector.
- Be a supportive and proactive team player, take responsibilities and support others where possible and actively participate in team meetings and events.
- Other administrative and communications tasks as required.

Minimum Requirements and Person Specification

- Experience of relevant software and online tools and ability to learn and adapt to new systems quickly (e.g. Microsoft Office, Google Drive).
- Excellent communication and customer care skills with the ability to develop and maintain relationships with external contacts (incl. filmmaking talent).
- Excellent administrative and organisational skills with the ability to work well under pressure and meet deadlines.
- Good time management skills with the ability to manage and prioritise multiple responsibilities.
- The ability and confidence to work independently and make decisions as appropriate.
- Good drafting and analytical skills with the ability to capture, condense and report complex information.
- Able to deal professionally with a wide range of situations with a positive attitude.
- Able to handle confidential information with discretion.
- Prior experience in development and/or production.
- A commitment to continual professional development.
- A commitment to diversity, equality, and inclusion, recognising the current geographical discrepancies and opportunities available to emerging talent in Scotland.



Contract Terms: This is a part-time (3.5 days, 0.7 FTE), fixed-term contract fixed until 31st March 2023, subject to performance review at the end of an initial three-month period.

Location: The Short Circuit team works remotely through a hybrid structure. The Short Circuit offices are based at Film City Glasgow (401 Govan Road, G51 2QJ) and you may be required to work from the office some days of the week.

Salary: £17,500 pro-rata (based on a 0.7 FTE position at £25,000 per annum).

Benefits: Flexible working week, generous 35-day holiday allowance (inclusive of 9 bank holidays and birthday off, pro rata), pension contribution, creative, dynamic environment.

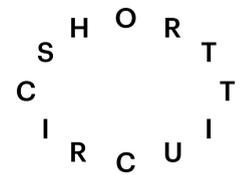
About Short Circuit

Short Circuit is an ambitious new film talent initiative for Scotland, delivered by Film City Futures in partnership with Glasgow Film, and funded by Screen Scotland and BFI NETWORK.

The programme launched on 01st April 2020 and will run until the end of March 2023. Up to nine short scripted films (Short Circuit) will be developed and produced each year, and up to ten first time feature writers (First Features) will also be supported to develop a polished script. Short Circuit aims to become the key hub for new filmmaking talent in Scotland, supporting writers, directors and producers from across Scotland to develop creatively and professionally, and stimulating the creative, diverse and commercial success of Scotland's film sector.

About Film City Futures

Film City Futures' mission is to connect people, space and opportunity, enabling access and entry to the screen industries for all. We offer industry focussed programmes that are creative, challenging, and most importantly meet the needs of the screen sector in Scotland, from the engagement of new and emerging talent, to personal and business development. Projects to date include Jump Cut, a talent development initiative for 16-25 year olds; frontrunners, an Executive Coaching programme for business leaders from television, film and related media businesses; and FOCUS, a business development initiative for screen businesses in Scotland. Film City Futures is a not for profit organisation based at Film City Glasgow, a screen production facility which houses over 25 companies from across the Scottish production and post-production sector, which was co-founded by one of Scotland's most successful film production companies, Sigma Films.



About Glasgow Film

Glasgow Film is an educational charity which runs Glasgow Film Theatre (GFT), Scotland's original independent arthouse cinema and the home of film in Glasgow; Glasgow Film Festival (GFF), one of the UK's leading public celebrations of cinema; and Glasgow Youth Film Festival (GYFF), a fast-growing international three-day festival co-curated by teenage film-lovers in the city. Glasgow Film is also the lead organisation for Film Hub Scotland, a membership organisation that supports more than 200 exhibitors across the country. As one of the UK's leading independent cinemas, GFT plays an important part in the cultural life of Glasgow, screening a wide variety of international cinema, classic films and documentaries, alongside locally-made work and material aimed at a range of community groups. GFT also has a strong education programme of outreach, courses and school screenings. GFT was awarded Accessibility Champion at the SCoD Star Awards 2016 and became the first UK cinema to scoop the Autism Friendly Award 2017. GFF was named Outstanding Festival of the Year at The Herald Scottish Culture Awards 2019.

About Screen Scotland

Screen Scotland is leading the growth of the sector through increased funding and support for film and television production, an increase in specialist staff and further investment in skills, festivals, audiences and education.

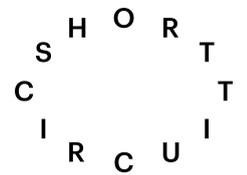
Screen Scotland sits within Creative Scotland and is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, with funding from the Scottish Government and the National Lottery.

About BFI NETWORK

Made possible through National Lottery funding, BFI NETWORK exists to discover and support talented writers, directors and producers at the start of their careers. They collaborate with film organisations and leading cultural venues across the UK to provide funding for short films, support for the development of first features, as well as a range of professional and creative development programmes.

The BFI is a cultural charity, and the UK's lead organisation for film, television and the moving image. Their mission is to:

- Support creativity and actively seek out the next generation of UK storytellers
- Grow and care for the BFI National Archive, the world's largest film and television archive
- Offer the widest range of UK and international moving image culture through our programmes and festivals - delivered online and in venue
- Use their knowledge to educate and deepen public appreciation and understanding
- Work with Government and industry to ensure the continued growth of the UK's screen industries



Founded in 1933, the BFI is a registered charity governed by Royal Charter. The BFI is the distributor of National Lottery funds for film. The BFI Board of Governors is chaired by Tim Richards.

Applications

Please upload your CV and covering letter describing how your skills and experience will make you the preferred candidate for this role. Please include why you are applying; what you hope to bring to the role; a demonstration of your experience in film, TV or relevant industry and an understanding of the Scottish Industry. Please also complete our equalities monitoring survey at www.shortcircuit.scot/jobs.

The closing date for applications is 11.59pm on **Sunday 15th May 2022**. Interviews will commence from **Friday 20th May via Zoom**.

We will let all applicants know if they are shortlisted and progress to interview, however we are unable to offer feedback to non-shortlisted candidates.

This document is available in alternative formats. Please contact our Project Coordinator, Rachel Wilson, if you would like to access this document in a different format, or if you have any questions about this role: rachel@shortcircuit.scot.