



**Company: The Film Office Ltd**  
**Position / Role: Film Officer**  
**Employment Term: Permanent**  
**Salary: Dependent on experience**

## Film Industry Role

We are offering a fantastic opportunity to join our team at The Film Office. You will be working with us to manage film and photography enquiries for our client boroughs whilst working in one of the busiest production cities in the world: London.

Working in an industry worth an estimated £7.7bn to the UK economy, the role will offer you first hand exposure to the latest filming and photography activities taking place in the capital. From stills fashion shoots, commercials, corporate and experiential events, TV dramas to the biggest feature films in production – by joining us you will be a part of making London's media world tick.

## Applicant Requirements

We require you to adopt our professional approach to managing filming enquiries, take responsibility and ownership for your work whilst maintaining a positive and confident personality. While fun, it is a role full of responsibility, learning and development and we are therefore looking for a committed candidate to fit in with our experienced team. Required attributes include:

- Proven experience as a Film Officer or similar role with a good understanding of film location management.
- A demonstrable knowledge of the film industry.
- Clear understanding of roles and responsibilities within a film production team – especially the locations department.
- A minimum of 3 years industry experience.
- Excellent interpersonal, communication & negotiating skills
- A demonstrable ability to meet deadlines
- High standard of IT literacy (Lightroom, Photoshop and Mac knowledge preferred)
- Understanding of different social media platforms
- Excellent organisational skills with the ability to manage multiple enquiries at once
- Photography skills & an eagerness to learn more
- Demonstrate creativity and resourcefulness in a fast paced environment

## Role Description

You will be working in our London Borough Council Film Office team actioning incoming film and photography requests to provide advice on their activity and their overall permissions. In the role you will provide a proactive, dedicated and professional film management service on behalf of our council clients: promoting; coordinating; and managing all aspects of production's requests to film. Your role will contribute to making the creative world in London a reality and in establishing film friendly policies and filming protocol for our clients, providing a one-stop-shop approach to accommodating all production needs.

You will manage the full spectrum of enquiries ensuring that filming takes place in a safe and controlled manner, causing the minimal disturbance to local residents and businesses at all times. This will involve working with productions and location managers to facilitate filming whilst protecting our client's interests.

You will work with / provide support to both junior and senior team members.



You will be:

- Managing new film and photography enquiries whilst liaising with colleagues, council departments and industry stakeholders
- Attending site meetings and overseeing filming on location
- Developing, implementing and monitoring filming strategy to maximise filming
- Contributing to marketing, promotional and communications strategies
- Oversee the provision of appropriate documentation including risk assessments and the issuing of filming licences
- Marketing our locations and client boroughs as a premier film destination
- Identify / bring to market council locations/assets available for use
- Matching locations to production briefs
- Location photography and location library management
- Social Media management
- Carrying out financial administration and invoicing
- Undertake film industry research and training as available
- Carry out all tasks with due regard to health & safety requirements, regulations and company policies

All staff benefit from the full support of The Film Office team.

### **About The Film Office**

The Film Office is a film location management company professionally managing film, photography and event services for local authorities and private location owners.

With over 25 years experience, we have an extremely well respected reputation for enabling the full spectrum of enquiries - from stills photo shoots and community events through to major brand activations and Hollywood's biggest feature films and the most popular TV Dramas in production.

Our expertise revolves around film, event and community management. We have forged trustworthy relationships and successfully grown all of our clients' film, photography, event and PR branded activity.

With fantastic relationships, we work with the industry's leading players, companies and brands. Plus we are considered the 'go-to' agency, providing unrivalled promotion to our creative industries.

By delivering the same commitment to service for everyone we encourage professionalism in UK production and establish best practice and competitive policy for the benefit of the industry.

Send CV and Cover Letter to [jobs@filmoffice.co.uk](mailto:jobs@filmoffice.co.uk)