

POST TITLE	FILM OFFICER
DIRECTORATE	PLACE
SERVICE	CULTURE AND WELLBEING
RESPONSIBLE TO	FILM, SCREEN AND CINEMA MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	N/A

PURPOSE OF JOB

The post will provide specialist support to the City of Edinburgh Council's Film Office, with the objective of supporting the coordination and facilitation of filming in the City of Edinburgh and partnering local authorities and improving the reputation of the City of Edinburgh Council. The postholder will work collaboratively with colleagues across the culture and events teams to maintain and develop Edinburgh's reputation as a vibrant and sustainable world leading cultural capital.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Provide first port of call for enquiries relating to the coordination of filming on location in Edinburgh, East Lothian and the Scottish Borders.
- Provide specialist advice relating to filming, with accurate and timely responses to queries in line with Council policies and appropriate for the location in question.
- Ensure that filming aligns with the Code of Practice for Filming.
- Engage colleagues across the Council and external organisations for input to enquiries about filming in Edinburgh.
- Attend and monitor filming in public places on behalf of the Council to ensure activity is in line with agreed plans.
- Attend Film Production Operations Group meetings (FPOGs) to note the meetings.
- Maintain up to date information in Claris Filemaker about filming enquiries and locations.
- Visit new locations in Edinburgh, East Lothian and the Scottish Borders, communicating accurate information and advice to owners about the practicalities of location filming and photographing the locations for the film office website.
- Update the film office website with location images, news items and 'filmed here' listings.
- Maintain accuracy of the Production Guide, contacting all crew and companies to check details and create new records.
- Support the delivery of Film Office projects and events.
- Attend film industry events as required.
- Deputise for the Film, Screen and Cinema Manager as required.
- Create content for the Film Office's social media platforms and digital news bulletins in line with Council policy.
- Assist the department's budgetary processes by raising invoice requests and issuing digital invoices for chargeable services.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment.
- Contribute to the work of the culture and events teams.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Qualified to degree level in a relevant discipline or be able to demonstrate experience of working with the film industry and/or cultural sector
- Interest and specialist knowledge of film and TV and the production industry.
- Extensive knowledge of the physical environment of Edinburgh, the Lothians and the Scottish Borders.
- Understanding of the role of the Council's Film Office and Council policies relating to use of public spaces.
- Innovative and creative thinking to provide advice to filmmakers based on knowledge of film/TV production practices, location feasibility and Council policies.
- Sensitivity to deal with a range of issues and in the resolution of problems while bearing in mind existing guidelines and policies. This will include written work, investigative analysis, partnership development, planning and initiative.
- Develop and maintain good working relationships with internal and external contacts, including Council services, film industry professionals and community contacts, in order to gather the information required to provide fulsome advice and deliver support. Situations range from straightforward to unusual.
- Collaborative approach to working with multiple agencies and services.
- Diplomatic approach to working with filmmakers and within the community.
- Consideration of the Council's reputation in internal and external communication, online and digital, and direct correspondence.
- Postholder must have strong communication skills, both written and oral, and should be able to prioritise and operate under pressure.
- Postholder should hold a UK drivers' license in order to visit film sets and locations.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Self-motivated and exercises initiative in organising workload to deliver key priorities within timescales agreed with manager.
- Physical demands and conditions include normal office-based activities as well as inside and outdoor work inspecting film sets and visiting potential filming locations, with exposure to a range of environments requiring due care to personal safety. All employees are expected to adhere to Council standards of practice in line with policy.
- Some travel will be required to locations and filming sets across the city and wider region as well as to UK trade events as required.
- The post will work outside on occasion and may be exposed to all weather, as required and responsive to service need.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- No line management responsibility. However, the post may from time to time be required to coordinate or contribute to multi-disciplinary projects involving clients and colleagues.
- May be required to work with external suppliers to deliver projects.

RESOURCES

- Responsible for maintaining the accuracy of the Film Office's website and digital assets.
- The post will have access to a range of office equipment and will update and maintain data in databases and on the website.
- Postholder will need to work to a budget when involved in coordinating events.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Additional information can be found in the [Council Health and Safety Policy](#).