

Job Description

Role: Assistant Producer – Reel Issues Films (RIF) and The Pitch Film Fund

Accountable to: Director of RIF and The Pitch Film Fund

Staff responsibility: None

Based: 77 Great Peter Street, London or Swindon office

Main Aims

To support the management of Reel Issues Films in the delivery of productions, and assist in the smooth running of The Pitch Film Fund. This role will include managing internal communications, documentation, and financial and technical information alongside The Pitch Associate Producer; event management, and working with the director of Reel Issues Films on its productions.

The role also offers the opportunity to develop project management skills through working with the project managers within the Film Fund. It will include the co-ordination of various programme level projects such as research and The Pitch sustainability model.

Key Responsibilities

This post has two interconnected elements: working on the successful delivery of RIF productions and assisting the Associate Producer for The Pitch with the management of The Pitch Film Fund.

RIF Production responsibilities

Management required to deliver RIF productions, including:

- Assist the producers as necessary in hiring staff for the production
- Help schedule meetings with relevant stakeholders throughout the production process
- Assist with the efficient management of budgets on each production
- Co-ordinate financial activity with the finance department, ensuring timely payment of invoices and payments for crew, cast or consultants
- Help with initiatives to locate additional resources including finance, co-ordinating with the Key Relationships Team
- Monitor post-production processes to ensure accurate completion of details
- Participate in the team work of budgeting, scheduling, planning and marketing
- Monitor and help ensure production objectives goals are met
- Assist with festival strategies and release strategies for finished films

- Register productions with Albert Sustainability initiative

Assist with the management of The Pitch Film Fund

- Support the team in their daily duties and ensure future plans for The Pitch Film Fund and projects and deliverables are aligned with the Film Fund objectives
- Create and maintain comprehensive Film Fund documentation
- Take responsibility for daily operations including creating purchase orders, raising payment requests, overseeing accounts payable as they relate to the Film Fund and its projects
- Provide support for budgetary planning and business/resource planning for the Film Fund
- Lead on record-keeping practices through support, accountability and compliance with Film Fund governance, audit, quality assurance and relevant legislation
- Work with staff across each Film Fund strand to embed good records management; aid storage controls, access to documentation within the Film Fund and related projects
- Support the Film Fund by monitoring progress against planned performance
- Convene meetings as required with both internal and external stakeholders ensuring that relevant management information is captured and analysed
- Prepare all documentation in alignment with Film Fund requirements
- Provide support to other areas within the Film Fund as and when required
- Manage deliverables, calendars and reports for the Director of The Pitch
- Prepare progress reports for the Director of The Pitch including detailed programme and budget reports to assist with decision-making
- Attend and represent the Film Fund at meetings as requested by the Director of The Pitch and record actions as and when required

General responsibilities:

- Keep up to date with best practice project management
- Carry out all responsibilities in a way which supports The Pitch brand values
- Be a supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members or work experience students
- Be an ambassador for The Pitch Film Fund
- Adhere to our policies and standards in all areas of your work
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings

Internal communications:

- Proactively maintain relationships as a liaison for the Film Fund with all other departments and staff
- Lead on the management of the Monday.com management boards for the department
- Support the collation, circulation and obtaining of sign-off of Film Fund documentation within the key timeframes
- Liaise with project managers to track, analyse and communicate project performance, risks and opportunities to the Director of The Pitch and flag where necessary potential issues to be addressed
- Ensure alignment and maintain wider awareness of needs of the Film Fund against business as usual activity across other departments and teams
- Undertake any other activities that may be reasonably required

Person Specification

- Educated to degree level or with an equivalent level of experience. This could include other industry roles such as acting, writing, film crew or distribution
- Ideally, Albert Sustainability trained and a First Aid Qualification, but both of these can be obtained in post
- Excellent level of organisation and discipline, including attention to detail
- An ability to manage and prioritise a heavy and varied workload to time in collaboration with others
- Able to demonstrate a proactive and self-driven attitude
- Excellent presentation skills with the ability to communicate in a persuasive, flexible and articulate manner both verbally and in writing. Producers must effectively co-ordinate with all of the people in a production to keep it running smoothly
- Ability to analyse complex problems and provide creative solutions
- Proven experience of budgeting and reporting systems
- Working knowledge and experience of project management processes such as compliance and reporting
- Excellent command of MS Office especially Excel and Word. Experience in managing databases, spreadsheets and financial data. Knowledge of other software packages including web-related and social media would be an advantage
- Ability to evaluate procedures and suggest improvements to maximise their efficiency and effectiveness

- Ability to evaluate and understand when to escalate issues or concerns
- A commitment to continual professional development
- Team player, able to work closely with a small team of colleagues
- Able to handle occasional pressure and the demands and priorities of the role
- Proven experience showing a high level of organisation, structure and responsibility
- Ability to adapt to ambiguous situations that may not have been encountered before
- An understanding or keen interest in the film industry
- The ability to carry out all activities supporting The Pitch brand values
- The ability to develop and maintain good working relationships with The Pitch Film Fund colleagues, partners and stakeholders
- The postholder must at all times carry out his/her responsibilities with due regard to The Pitch Film Fund Policies and Procedures

RIF & The Pitch
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The Pitch is a project promoted by Bible Society. Bible Society will be your employer. Bible Society is registered as The British and Foreign Bible Society, charity number 232759, Stonehill Green, Westlea, Swindon SN5 7DG

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