

## PRODUCTION EXECUTIVE

### BACKGROUND INFORMATION

Ffilm Cymru is the development agency for Welsh film.

Using lottery funds from the Arts Council of Wales and the BFI, we enable a film sector and film culture that works for everyone across Wales. We are committed to equality of opportunity and to developing more sustainable working practices that allow people to enter, maintain and grow careers and companies.

We encourage and support filmmakers to make the most of their intellectual property and to maximize their audience reach through our [Magnifier](#) approach, which helps broaden professional networks and revenue potential. And, we are inclusively building crew capacity, with trainees placed on all supported productions, including through our award-winning [Foot in the Door](#) program.

We champion entrepreneurialism, and we promote the BS8909 Standard, which supports an environmentally-friendly film industry.

Previously supported features include the UK's Oscar submission, *I Am Not A Witch*; the European Film Award nominated animation *Ethel & Ernest* together with its education resource;, Sundance award-winning documentary *Dark Horse* and horror-flick *Don't Knock Twice* together with a multi-platform game.

For more information on Ffilm Cymru please refer to [our website](#) and our [Annual Reports](#).

### THE ROLE

<b>Line Manager:</b>	Head of Department
<b>Department:</b>	Development, Production and Skills
<b>Role:</b>	Production Executive/Manager
<b>Salary:</b>	£24,000 to £27,000 plus pension depending on experience. Potential to progress to Production Manager (with salary up to £30,000).
<b>Contract:</b>	12 months fixed term with potential to extend
<b>Location:</b>	Tramshed Tech, Pendryis Street, Cardiff, CF11 6BH

### MAIN PURPOSE OF JOB

The Production Executive will play a key role in progressing Ffilm Cymru's Arts Council of Wales' supported production slate, sharing executive producer responsibilities with the Head of Department, whilst also leading on the company's low budget feature initiative '[Cinematic](#)'.

The role oversees production related approvals for supported projects, including reviewing and signing off budgets, schedules, co-financing of projects, production agreements – in close liaison with our external lawyer, reviewing cuts of the films and responding to sales and distribution proposals. This work extends to review and response to Magnifier elements, where applicable, such as publications, soundtracks, games or education materials and demand-creation exercises, such as podcasts, that precede or run alongside supported films.

The post-holder will be managed by the Head of Department but will work closely with the Development Executive(s), tracking projects as they progress towards production, advising teams on next steps as well as responding to and assessing off-slate enquiries and funding applications.

## KEY RESPONSIBILITIES

- Talent outreach and advice, particularly to encourage a wide diversity of applicants in line with our EDI Action Plan;
- Guiding talent through the application process for production and Cinematic funds;
- Creatively and commercially assess applications, participating in funding decisions for amounts up to £50,000 and writing recommendations for Board approval for amounts of £50,000 or above;
- Providing feedback to applicants;
- Preparing offer letters and production finance agreements (to templates) for production awards and liaising between production, Ffilm Cymru's lawyer and the department head during the financial and legal closing process (signing off budgets, schedules, co-funding, sales/distribution arrangements as applicable).
- Supporting the creative and commercial development of projects in receipt of production funding, with the priority being to empower the producer(s) to further their project, recommending appropriate co-financiers, sales partners, co or exec producers and HODS, and considering any additional value, or audience development opportunities for the project, advancing our [Magnifier](#) approach;
- Chasing and filing documentation and deliverables for the projects you are exec producing, monitoring their progress against contractual deadlines and ensuring contractual requirements are met;
- Identifying and developing relationships with compatible funders and organizations for the furtherance of talent development initiatives.
- Responsibility for executive producing our low budget film scheme 'Cinematic', which supports the development and production of 3 low budget feature films in 2-yearly cycles, including keeping scheme partners updated and evolving the programme and partnerships over time.
- Reporting and inputting payment requests in accordance with internal payment processes;
- Ensuring repayment and crediting obligations are upheld on projects that Ffilm Cymru has supported with development funding but that convert without Ffilm Cymru production funding;
- Updating the production slate report;

- Keeping abreast of industry opportunities and flagging to talent in liaison with the Communications Manager, helping to drive participation in our own events and programmes in particular;
- Feeding into reporting obligations, particularly for quarterly board meetings and year-end reviews;
- Representing the company at meetings, events and festivals as an advocate of our work and the talent and projects from Wales, at the request of your line manager;
- Any other duties that may reasonably be delegated by your line manager.

## PERSON SPECIFICATION

We are looking for a business-minded professional, adept at overseeing a range of projects in a demanding and fast-paced environment. You will need to pay attention to detail, be collaborative and helpful in your approach and be progressive in your thinking.

Candidates do not necessarily need to have had prior film-specific experience, though that is welcome. You may have transferable skills as a producer or in business, perhaps having worked in a related field such as television.

You should evidence:

- Experience in production and/or business with demonstrable (transferable skills) for risk assessing and risk management of funded projects;
- Excellent diplomacy and communication skills;
- Demonstrable attention to detail and ability to efficiently prioritise tasks and report effectively;
- An interest in new models of business that increases market reach and expands revenue potential of supported projects, with clear ideas on how this can be applied in the context of intellectual property and audiences for film;
- A team player who can identify connections between different areas of the agency's activity;
- Ability to take initiative, with experience of overseeing a high volume of work with a significant level of responsibility;
- Experience within a film or related creative industry is highly desirable – evidencing an understanding of specific creative and commercial experience and a breadth of sector specific relationships.

Please note that in relation to the more specialist areas of the job where direct experience may not yet have been gained, there is potential for internal on the job training for candidates that can demonstrate transferable skills and the ability to adapt and learn quickly.

## TO APPLY

Ffilm Cymru are committed to improving the diversity and inclusivity of the film sector and audiences in Wales and carry that commitment through to our recruitment and staffing practices.

Applications can be made by sending your CV together with:

- a letter, **or**
- a short video

In either case you should explain:

- Why you are interested in the job;
- What experience you have of fulfilling similar duties to the key responsibilities outlined above;
- What skills you have that meet the requirements of the job;

We are also interested to hear:

- What you think of Ffilm Cymru's work and approach; and
- What you could bring to the role – your personal qualities and perspective.

All our team members are valued and we particularly welcome a range of experience and points of view that will enable us to collectively offer a better service to Wales.

Applications should be marked for the attention of Kimberley Warner and emailed to [kimberley@ffilmcymruwales.com](mailto:kimberley@ffilmcymruwales.com) or posted to:

Ffilm Cymru Wales  
Tramshed Tech  
Pendyris Street  
Cardiff  
CF11 6BH

to arrive no later than **12 noon on 2<sup>nd</sup> April**.

We would be grateful if all applicants could also complete our Equality, Diversity & Inclusion monitoring form here: <https://www.surveymonkey.co.uk/r/careersFFCW>.

This information helps us to comply with the Equality Act 2010 and to improve the equality, diversity and inclusivity of our workforce. We will not share any of your personal data with third parties. The information you supply will be anonymised and processed in accordance with the Data Protection Act 2018. We hold data for 1-year and then securely destroy it, only retaining collated analysis that does not retain personal details.

### **Next steps:**

Interviews will be conducted on the **10<sup>th</sup> and 11<sup>th</sup> April**.

In addressing current areas of under-representation, we will offer an interview to all ethnic minority candidates and/or those identifying as having a disability who meet our job specification minimum requirements for the role they have applied to.



Ffilm Cymru Wales has an Equal Opportunities Recruitment Policy and is a Disability Confident Employer. Please advise us if you have any access needs.