**BRISTOL CITY COUNCIL JOB DESCRIPTION**

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| **Job title:** | Senior Bristol Film Manager |
| **Bristol grade:** | BG 14 (£42,683 - £45,591) (12 month contract) |
| **Managed by:** | Head of Culture & Creative Industries |
| **Responsible for:** | UNESCO City of Film Co-ordinator, Bristol Film Officer, The Bottle Yard Studios’ Business Manager & Site Co-ordinator.  |
| **Directorate:** | Growth and Regeneration |
| **Service area:** | Culture & Creative Industries |

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| **Purpose of the job** |
| To oversee delivery of the Council’s filming strategy in order to promote Bristol as an outstanding filming location to Creative Industries, creating work for local crews, supply chains and partner businesses, thereby stimulating the local and regional economy. The role will include management of The Bottle Yard Studios and the Bristol Film Office in order for Bristol to maintain a single complete and consistent offer for filming in the City. It will also include line management of the UNESCO City of Film Co-ordinator in order to ensure continued delivery of the Bristol UNESCO City of Film goals and strategic aims. The role will be outward-facing and will ensure that excellent client service is consistently maintained in both studio and location settings, giving added value to clients and industry recognition as a supportive, pro-active and fantastic place to film. There is also a strong requirement for the role to continue to raise the profile of the wider Service within the Council’s internal Service areas, relevant departments and teams.  |

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| **Key job outcomes/accountabilities** |
| * Maintain Bristol’s profile regionally, nationally and internationally as an established and film-friendly City through a joined-up and cohesive offer.
* To manage The Bottle Yard Studios, including:
* attracting clients and permanent tenants in order to maximize occupancy levels and income to the Council, producing profits as required.
* overseeing all financial, administrative and operational areas of the business.
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| **Key job outcomes/accountabilities** |
| * continuing to embed the business in the City region, with a particular focus on South Bristol, by maintaining links with business networks, community groups and education providers.
* To manage the efficient running of the Bristol Film Office, including:
* marketing and promoting the City as a film-friendly destination, and contributing to joint initiatives delivered in conjunction with other strategic partners.
* overseeing the responses to a range of routine and more complex written, telephone and ‘face to face’ enquiries, ensuring excellent service throughout.
* developing the services offered through the Bristol Film Office through liaison with the film & TV industry, strategic partners and internal Council teams.
* To retain tight control of the budget, including regular reporting and commitment to deliver the Council’s required outputs.
* To manage Human Resources, Health & Safety compliance and other relevant areas of work with consistent co-operation with internal Council processes, departments and personnel. Training will be provided as necessary.
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

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| **General Accountabilities** |
| 1. So far as is reasonably practicable , the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
2. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
3. To model and promote good equalities practice and value diversity across the service.
4. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
5. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council’s Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.
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