



Industry Support Executive - British Film Commission

Salary: £35,000

Terms: Fixed term to 31st March 2027 (with potential to extend)

Reporting: UK Business & Industry Development Manager

Job Details

The British Film Commission (BFC) is the national organisation responsible for maximising feature film and television inward investment in the UK. The BFC is the national division of Film London.

The BFC leads on encouraging and supporting the production of international feature film and high-end television (HETV) in the UK; strengthening and promoting the UK's production infrastructure; and working with the UK Government to ensure film-friendly policies.

The role will be a key member of the BFC team. They will co-ordinate and support the BFC's film and TV infrastructure relationships across the UK, as well as the BFC's intelligence on UK-wide skills and training, sustainability and EDI initiatives.

They will report to the UK Business & Industry Development Manager who in turn reports to the Head of Production UK.

Key Responsibilities

Business Development and Relationship Management

- Work with the UK Business & Industry Development Manager to ensure that the BFC has excellent knowledge of all key UK-wide film and HETV infrastructure including

production, post and VFX facilities, key crew and other public and commercial industry stakeholders throughout the UK's Nations and Regions.

- Manage business and industry related film and HETV project and contact intelligence tracking in BFC database.
- Maintain and update relevant BFC online resources and directories as required.
- Work with the BFC team to effectively utilise the database to provide key data and information when needed.
- Research new businesses and services in the UK that are working with BFC production clients - or have the potential to - and support the UK Business and Industry Development Manager in establishing relationships with them.
- Provide key industry intelligence and guidance to support UK businesses and services in promoting themselves to inward investment film and HETV clients.

Partnership Working with Regional & National Screen Agencies

- Act as a point of contact for national and regional screen agencies and relevant film offices, supporting them with enquiries relating to infrastructure in their areas.
- Share BFC data and research findings with national and regional screen agency partners and other relevant national and regional stakeholders where appropriate.
- Proactively engage with film and HETV infrastructure based in nations and regions, reinforcing BFC intelligence on the breadth of available services.
- Support the UK Business and Industry Development Manager in further developing strategies to champion UK infrastructure to BFC clients and inform them of the available offer.
- Coordinate relevant research on behalf of industry and screen agency partners where required.

Skills, Social Responsibility and Environmental Sustainability

- Work with the UK Business & Industry Development Manager to ensure the BFC has excellent knowledge of all relevant UK-wide film and HETV skills initiatives and social responsibility and environmental sustainability partners in order to:
 - Provide sign-posting and introductions to clients as part of BFC's production support offer.
 - Support BFC clients in engaging with social responsibility and environmental sustainability partners to improve practices in the UK.
- Gather intelligence on skills and training priorities from BFC clients and stakeholders to provide guidance to UK-wide training providers.

- Work with national and regional partners to gather intelligence on skills, training and social responsibility initiatives in their areas.

General

- Represent the BFC at key events in the UK.
 - Feed into all BFC Communications and Marketing initiatives.
 - Adhere to the company's diversity and inclusion policy and procedures.
 - Undertake any other duties as may be reasonably be required.
 - Some UK-wide travel will be required.
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Essential Experience and Personal Qualities

- Experience working in a client-facing role within an organisation operating in the film and/or television services/facility sector.
- Strong knowledge of the UK film and/or TV infrastructure throughout the UK, ideally with knowledge of businesses and services based in devolved nations and regions of England outside of London and SE.
- Good knowledge and understanding of the UK and US film and HETV industries.
- Excellent interpersonal and communication skills and a demonstrable ability to build and maintain a network of relevant contacts.
- Experience of undertaking high quality, accurate research.
- Experience working with CRM databases or similar platforms to a high standard.
- Discretion in dealing with confidential and sensitive projects and information.
- Proven track record of analytical and organisational skills, with excellent attention to detail.
- Ability to prioritise and to perform to a high standard under pressure and working to tight deadlines.
- Project coordination and problem-solving skills, including adaptability and resilience.
- Excellent knowledge of Microsoft 365 software and an ability to cover administrative tasks with consistency and efficiency.

Desirable Experience and Personal Qualities

- Experience working in multiple areas of film and/or television services/facility sector
- Knowledge of utilising admin focused AI tools