



JOB VACANCY – Berkshire Film Office Apprentice

Vacancy Details		
Vacancy Title	Berkshire Film Office Apprentice	
Employer Name	Resource Productions CIC	
Employer Address	27 Church Street, Slough, SL1 1PL	
Contact Name <i>Please only contact us if you are serious about the role and want to discuss something specific!</i>	First Name	Lilly
	Surname	Hudson
	Position	Film Office Manager
	Telephone	01753 694 850
	Email Address	lilly@resource-productions.co.uk
Role summary	To assist the Film Office team in the day to day running of Berkshire Film Office. (see job Description for further details)	
What we are after	We are looking for someone with a can-do, positive attitude to join our team working as a part of the Berkshire Film Office. As this is an apprenticeship - we aren't looking for someone with technical skills but someone who has a passion for the film industry, willing to work hard as a part of the production team and get stuck in.	
Wage	£12,000 Per Annum, plus a package of benefits.	
Working Week	9am – 5pm Working week (includes 1 hour lunch break) some evenings and weekends required.	
Future prospects description	As part of this role you will undertake off-the-job training. If you pass the apprenticeship, there is possibility to progress within the company as a Film Officer and/or Production Assistant	
About the Candidate		
Skills required	Good communication (in person, over the phone, email) Basic understanding of Microsoft systems Ability to multitask & Good time management Willing to learn and work as a part of a team Able to work independently	
Qualifications required	GCSE's (must have maths and English)	
Personal qualities	Positive and enthusiastic, hardworking, and committed. Organised and self-motivated.	
Additional Detail		
	This role is a Level 3 Apprenticeship	
Key Dates		
Meet us & other employers!	There's a chance to meet us in person at Windsor College... Wednesday 11th September 2024 - email us for details	
Closing date	Thursday 12th September 2024	
Interview date	Week Commencing 23rd September 2024	
Possible start date	Tuesday 1st October 2024	
How to Apply		
Register with us	https://resource-productions.co.uk/register	
Apply by Email	Skills@resource-productions.co.uk	
Please send	A CV & covering letter or CV and link to a video explaining why you want the role. Within your cover letter/video - please make sure you answer all the questions on page 3 below.	
NOTE	You will also be required to register with the college at a later date.	



Film Officer Apprentice Job Description 02/08/2024

Job Title	Film Officer Apprentice
Grade	Apprentice
Main purposes of job	Day to day operations of Berkshire Film Office
Key Objectives	
1 Enquiries	<ul style="list-style-type: none"> • Ensure all email, telephone and social media enquiries are responded to within 24 hours of enquiry. • Record interactions appropriately and oversee enquiries from start to finish following up with the production to obtain feedback. • Support the Film Officers in all their duties.
2 Asset Management	<ul style="list-style-type: none"> • Maintain and update assets and data including. <ul style="list-style-type: none"> - BFO tracker & Council contact sheet - Production Crew and Talent Database - Statements of no objection - CRM system (database) - Websites and associated content - Digital and social media
3 Relationship Management	<ul style="list-style-type: none"> • Maintain good relationships and regular communication with all six councils, all project partners and stakeholders. • Support partnership meetings as required and support council officers and Resource Productions partners with film office related problems/requests as is reasonable.
4 Training	<ul style="list-style-type: none"> • Support with workshops and training. • Ensure workshop spaces are safe, clean and accessible. • Train up non-BFO staff in BFO operations.
5 Production	<ul style="list-style-type: none"> • Act as a location or production assistant as needed. • Contribute to pre—prod, production & post-prod. • Undergo ‘Production Assistant’ training at Windsor College See: SEE TRAINING YOU WILL BE GIVEN HERE
6 General	<ul style="list-style-type: none"> • Basic finance including budgets and quotes. • In addition, you will be required to undertake any other duties as may reasonably be required.
Responsible for	Staff: N/A Resources: BFO website & social media.
Reporting to...	Berkshire Film Office Manager

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- 1.) Why are you interested in this role and why do you think you would be good for it?**

- 2.) What are your main strengths?**

- 3.) What interests and hobbies do you have that demonstrate you have the aptitude for a career in the industry?**

- 4.) What skills would you like to improve during this apprenticeship?**