

This is the information pack for the post of:  
**Production Executive**

The following information is provided to assist you with your application. More information about Ffilm Cymru can be found at [www.ffilmcymruwales.com](http://www.ffilmcymruwales.com)

## **Contents**

<b>Welcome .....</b>	<b>2</b>
<b>How to Apply .....</b>	<b>2</b>
<b>Access Support.....</b>	<b>3</b>
<b>Job Sharing and Flexible Working .....</b>	<b>4</b>
<b>After you apply .....</b>	<b>4</b>
<b>Job Advert .....</b>	<b>5</b>
<b>Full Job Description.....</b>	<b>7</b>
<b>Aims of the Role.....</b>	<b>7</b>
<b>Responsibilities .....</b>	<b>8</b>
<b>Minimum Requirements for the Role .....</b>	<b>10</b>
<b>Ffilm Cymru Wales.....</b>	<b>11</b>
<b>Company Staffing Diagram.....</b>	<b>12</b>

## **Welcome**

Thank you for your interest in this exciting post. The successful applicant will be joining Ffilm Cymru during a unique period of growth, with newly delegated funds from Welsh Governments' Creative Wales complementing our funds from the Arts Council of Wales as their delegate for film, and from the British Film Institute to run BFI Network Wales.

We've also recently raised funds to support a greener screen industry and to build upon our Foot in the Door programme of work, breaking down socio-economic barriers to a career in screen. As the development agency for Welsh film, it's important for us to work toward long-term impact. Whilst this role will often involve the detail of exciting projects led by Welsh talent, it's also likely to suit someone who is interested in systemic change and is excited to see what they can learn from other parts of the company.

We look forward to receiving your application.  
*Kim Warner, Head of Production*

## **How to Apply**

Unless we've agreed an alternate application format with you, you should email a CV and cover letter to Ihsana Feldwick on [ihsana@ffilmcymruwales.com](mailto:ihsana@ffilmcymruwales.com) outlining your availability and your experience and skills against those outlined in the below specification.

Please submit your application by **Midday, Monday 15<sup>th</sup> August 2022.**

## **Ffilm Cymru Wales**

### **Job Description: Production Executive**



Ffilm Cymru is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK to apply for this role.

If you are an internal applicant working at Ffilm Cymru please discuss with your line manager prior to applying.

Interviews will be held on the **22<sup>nd</sup> and 23<sup>rd</sup> August 2022**, either online or in person.

### **Access Support**

We believe in a sector that works for everyone and we are passionate about broadening access to the screen sector.

We will offer an automatic interview to all candidates who meet our Minimum Criteria for the role and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available to complete an application. Please contact us to let us know how we can help. For example, we can cover the costs of a BSL interpreter for a meeting with us prior to making an application, scribing support for dyslexic applicants, or agree alternative formats for applying such as video applications or slide decks. We'll be guided by you.

Please contact Ihsana Feldwick on **[ihsana@ffilmcymruwales.com](mailto:ihsana@ffilmcymruwales.com)** to discuss your requirements in advance of making an application.

**Ffilm Cymru Wales**  
**Job Description: Production Executive**



**Job Sharing and Flexible Working**

We are very open to job share and flexible working proposals. Please detail your job share or flexible working proposal within your cover letter if applicable.

**After you apply**

You'll receive confirmation that your application has been received within one week of submitting and will be provided with a link to a diversity monitoring form, which helps us in our commitment to diversity and inclusion. All questions have a prefer not to say option. For information on how Ffilm Cymru processes applicant data, please refer to [our Privacy Policy](#).

You will hear whether you have been shortlisted to interview within two weeks of the application deadline.

## **Job Advert**

**Title:** Production Executive  
**Term:** Full-time (Flexible working supported)  
**Salary:** £27-33k per annum (with the lower end of this bracket geared towards candidates who will need on the job training to fulfil the role)  
**Deadline:** Monday 15<sup>th</sup> August at midday  
**Interviews:** 22<sup>nd</sup> and 23<sup>rd</sup> August.

An exciting opportunity to executive produce a wide range of live-action, animated, and documentary feature films led by Welsh talent has arisen at Ffilm Cymru, whose past credits include Prano Bailey Bond's *Censor*, Lee Haven Jones' *Gwledd*, Jay Bedwani's *Donna* and Rungano Nyoni's *I Am Not a Witch*.

### **Key Responsibilities**

- To read and assess applications for funding in line with our funding guidelines and priority areas, taking an active role in decision-making.
- To provide editorial and strategic guidance to producers in receipt of our production funding, supporting them to consider skills, diversity and inclusion, and green impacts.
- To work closely alongside the company's Business Affairs Executive to manage Ffilm Cymru approvals on supported projects, reviewing budgets, schedules, scripts, and film cuts among other elements.
- To meet with filmmakers to help advise them on our funding, particularly encouraging a wide diversity of applicants in line with our Equality, Diversity, and Inclusion Action Plan.

## Skills and Experience

- An ability to identify and nurture creative work and diverse talent.
- Previous experience working in a project or talent development capacity within Film, Theatre, Television, Emerging Media, or other relevant industries.
- Experience of identifying opportunities and challenges in written and produced work.

We will offer an automatic interview to all candidates who meet our Minimum Criteria for the role and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available. Please contact [lhsana@ffilmcymruwales.com](mailto:lhsana@ffilmcymruwales.com).



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## **Full Job Description**

- Department:** Development, Production & Skills
- Post:** Production Executive, Full Time (potential to job share)
- Reports to:** Head of Production
- Location:** Wales. Our office is in Cardiff but there is potential to work remotely.
- Interview dates:** 22<sup>nd</sup> and 23<sup>rd</sup> August online or in person. Please confirm on your application form if you are unable to attend any of these dates.
- Salary:** £27,000 - £33,000 (dependant on experience), plus pension and 28 days holiday in addition to Public Holidays.
- How to apply:** Unless we've agreed an alternate application format with you, you should email a CV and cover letter to [ihšana@ffilmcymruwales.com](mailto:ihšana@ffilmcymruwales.com) outlining your availability and your experience and skills against those outlined in this specification.
- Deadline:** Monday 15<sup>th</sup> August at midday.

### **Aims of the Role**

To help put Welsh film on the map, by identifying and nurturing unique Welsh voices, particularly those who are currently under-represented in film or who want to experiment with the artform.

To support the filmmakers we fund to deliver on their vision, whilst working to budgetary and logistical restrictions.

## **Ffilm Cymru Wales**

### **Job Description: Production Executive**



To facilitate producers to support the long-term development of the screen sector in Wales, such as the skills pipeline, environmental sustainability, inclusive practise, or broader innovation.

### **Responsibilities**

- To meet with filmmakers to help advise them on our funding, particularly encouraging a wide diversity of applicants in line with our Equality, Diversity, and Inclusion Action Plan. This will involve you tracking projects on the company's slates as well as responding to enquiries from outside of the company.
- To read and assess applications for funding in line with our funding guidelines and priority areas, taking an active role in decision-making. Specifically, applications for under £50k will be assessed by this role along with two other members of the department and a member of the board. Applications for over this amount will be written as recommendations for board approval at each quarterly board meeting.
- To provide feedback to unsuccessful applicants.
- To provide editorial and strategic guidance to producers in receipt of our production funding, providing notes on script drafts and cuts of films and reviewing budgets and schedules.
- To support producers to consider skills, diversity and inclusion, and green impacts along with any other value within their film project. You'll be responsible for each producers' sustainability plan, but will be supported by our Head of Production, skills team and Green Manager.
- To report to the company's Business Affairs Executive on the creative elements of the project which fall under our approvals such as final scripts, treatments or animatic,



## **Ffilm Cymru Wales**

### **Job Description: Production Executive**



heads of departments, cast, and locations, as well as reviewing whether the budget supports their sustainability plans.

- To work closely with the Business Affairs Executive throughout the financial and legal closing process, liaising with production to confirm points as required.
- To chase and file documentation and deliverables from productions, monitoring their progress against contractual deadlines.
- To monitor progress and cost reports from production and raise payment requests when productions hit pre-agreed milestones.
- To maintain our production database.
- To feed into reporting obligations, particularly for quarterly board meeting and year-end reviews.
- To support the Head of Department in the development of our production offer, including the re-financing of our low budget first feature initiative and broader support for producers.
- To represent the company at meetings, festivals and events, with a particular focus on building relationships with potential applicants, agents, and other development and production executives.
- To carry out all responsibilities in a way that supports Ffilm Cymru's values and promotes sustainability, equal opportunities, diversity and inclusion within Ffilm Cymru and the broader sector.
- To feed into broader application assessment within the department if, on occasion, required.
- To undertake any other duties that may be reasonably required or delegated by your line manager.

## **Minimum Requirements for the Role**

### **Knowledge & Experience**

- Previous experience working in a project or talent development capacity within Film, Theatre, Television, Emerging Media such as interactive, or other relevant industries.
- Experience of identifying opportunities and challenges in written and produced work.
- A proven track record of promoting and supporting diversity and inclusion.
- Computer literate with a good working knowledge of Microsoft Office (including Teams) and Zoom.

### **Skills & Approach**

- An ability to identify and nurture creative work and diverse talent.
- An enthusiasm for independent film.
- Good organisational skills with the ability to prioritise and to manage and meet deadlines.
- Detail-orientated.
- The ability to develop and maintain good working relationships with partnership financiers, stakeholders, and the talent we support.
- Collaborative and interested in joining the dots between their work and others and excited by the opportunity for their work to support broader change.
- Tact and diplomacy skills, particularly when providing feedback.

## **Ffilm Cymru Wales**

Ffilm Cymru is the development agency for Welsh film and is dedicated to advancing a thriving sector that we can all be proud to call our own. We do this by:

- Working with partners to advance the position of film in Wales and beyond
- Creating an environment for more inclusive, innovative, and green ways of working to be tested, integrated, and shared
- Engaging people of all ages and abilities in creative learning
- Developing the future screen workforce through a range of training programmes
- Investing in unusual and risk-taking films and their makers from an early stage
- Offering exciting cinematic experiences to audiences across Wales

We manage national lottery funding on behalf of the Arts Council for Wales and the British Film Institute, as well as funding from the Welsh Government via Creative Wales. Our work maps closely to the Programme for Welsh Government, particularly the Wellbeing of Future Generations Act, due to the creative, economic, and cultural mix of our sector.

Ffilm Cymru was established in 2006 and is a Community Interest Company. In 2018 we launched our [Strategic Plan 2018-2024, which can be read here.](#)

## Company Staffing Diagram

