****

**Film & Liaison Officer**

# Job Description

Responsible to: Projects and Facilities Manager

Grade:

Hours:

**1. Job purpose**

To provide efficient and effective support to the Town Council, Projects & Facilities Department.

**2. Areas of Day-to-Day Responsibility**

Incoming Enquiries to the Council for filming on Seaford Nature Reserve

Assistance with photo & filming reconnaissance and shoots

Negotiate pricing and invoice

Issue of Permits

On the day support and guidance

1. **Duties**

Enquiries

1. First point of contact for dealing with incoming enquiries from Production Managers and members of the public by email, over the phone or face to face.
2. Responsible for ensuring incoming enquiries are followed through, working with other members of the Seaford Town Council officers where needed.

Assistance

1. Liaising with Production Managers & other enquiries regarding the Seaford Nature Reserve site and larger productions within Seaford Town and promenade areas.
2. Responsible for informing all productions that the Nature Reserve is a Site of Special Scientific Interest (SSSI) and is protected by law.
3. Advise all parties about gaining access on and off the Nature Reserve.
4. Ensure all parties are adhering to health & safety procedures, including the public.
5. Responsible for waste and recycling of all production parties as per the Seaford Town Council Filming Policy.
6. Ensuring all larger productions have the adequate consent from Natural England and Sussex Wildlife Trust to be able to proceed with their production.

Issue of Permits

1. Responsible for carrying out all administrative tasks to be able to issue a permit for filming or photography shoots.
2. Oversee all drone use upon the nature reserve, ensuring all relevant licences are in place for the operator.

Support & Guidance

1. To work with each film and photography crew on the day of the booking to help guide and support whilst on the Nature Reserve

Communications

1. Liaise with Town Council officers regarding any enquiries for film or photography productions.
2. Advise Town Council Officer once a booking has been made for a photography or film shoot.
3. Liaise with the Town Council finance department for invoices to be sent and payments made for all productions
4. Attend any meetings representing or with the Town Council as and when required.
5. Working flexibly to meet the needs of the role and any other tasks asked within the scope and remit of the post.

Written: July 2019