



Seaford Town Council



## Film & Liaison Officer Job Description – 2019

Responsible to: Projects & Facilities Manager

Grade:

### JOB DESCRIPTION

#### 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

#### 3. Duties

##### Enquiries

- 3.1 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.
- 3.2 Responsible for ensuring incoming enquiries are followed through, working with other members of the Seaford Town Council officers where needed.

##### Assistance

- 3.3 Liaising with Production Managers & other enquiries regarding the Seaford Nature Reserve site and larger productions within Seaford Town and promenade areas.
- 3.4 Responsible for informing all productions that the Nature Reserve is a Site of Special Scientific Interest (SSSI) and is protected by law.
- 3.5 Advise all parties about gaining access on and off the Nature Reserve.
- 3.6 Ensure all parties are adhering to health & safety procedures, including the public.
- 3.7 Responsible for waste and recycling of all production parties as per the Seaford Town Council Filming Policy.

- 3.8 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

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

Support & Guidance

- 3.11 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

- 3.12 Liaise with Town Council officers regarding any enquiries for film or photography productions.
- 3.13 Advise Town Council Officer once a booking has been made for a photography or film shoot.
- 3.14 Liaise with the Town Council finance department for invoices to be sent and payments made for all productions
- 3.15 Attend any meetings representing or with the Town Council as and when required.
- 3.16 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