**Job Title:**         **Production Co-ordinator**

**Contract:**              Fixed term, 0.6 FTE (21 hours per week)

**Salary/Benefits**: Pro rata of £34,622 - £36,403 per annum, depending on experience, plus a comprehensive employee benefits package.

**Location:**              Covent Garden, London WC2H 9UB and location studios including studios in Greater London.

Job Summary

In this exciting hands-on role, the post-holder will assist with the delivery of production coordination and teaching in the disciplines of production management and risk assessment across the programme, in conjunction with supporting the effective management of the physical production of MAF film projects including supervision and sign-off of risk assessment for practical film exercises. The post holder will work in collaboration with teaching colleagues to ensure the health and safety of LFS students and staff during film exercises (Terms 1-5) and graduation films (Term 6+) ensuring that all risks associated with student film productions are identified and appropriately managed.

Additionally, as an experienced Production Coordinator, they will supervise and advise on other practical elements of student shoots including (but not limited to) assisting and supporting location scouting for student productions; liaising with insurers, industry professionals and other relevant authorities including local councils and borough film offices; checking and approving risk assessments, shooting schedules, budgets, call sheets, insurance forms and location agreements.

For further details about the role please visit our website <https://lfs.org.uk/who-we-are/jobs-at-lfs> where you can download a copy of the job description and person specification.

We offer a highly competitive staff benefits package including 30 days leave per annum (pro rata for part-time staff), employer matched contributory pension scheme (4%), season ticket and hardship loan schemes, up to 18 days professional development leave per academic year (pro rata for part-time staff), cycle to work scheme and Employee Assistance Programme and a suite of family-friendly policies.

**How to apply**

To apply, please download and complete an anonymous application form plus the Equalities monitoring form and email it to [recruitment@lfs.org.uk](mailto:recruitment@lfs.org.uk) by 9am on Wednesday 31 August 2022.

Interviews will take place as soon as possible after this date.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you. We offer a guaranteed interview to applicants with a disability, who meet the essential criteria for the role.

**Applicants must be able to provide proof of their ongoing right to live and work in the UK.**

LFS is an equal opportunities employer.

**Whilst all applicants will be judged on merit alone, we especially encourage applications from people who identify as disabled and/or identify as LGBTQIA, black, Asian or are from minority ethnic backgrounds as these groups are under-represented at all levels of staff at LFS.**

NO AGENCIES PLEASE

We reserve the right to close this advert as soon as sufficient applications are received, therefore candidates are advised to submit their application as soon as possible.

London Film School (LFS) is internationally celebrated for its commitment to film, craft excellence, innovation and creative freedom. The School is consistently rated as one of the top international film schools, most recently named in The Hollywood Reporter Top Film Schools 2020.