

## Kickstart Placement: Research Assistant, Film & TV

Kickstart is the new UK Government scheme to support 16 – 24 year olds through providing paid work placements for young people on universal credit who are deemed to be at risk of long-term unemployment. Creative England is delighted to offer opportunities through the scheme. We are part of the Creative UK group, the network for the creative industries and we know that connection changes everything.

Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy to build prosperity and bring communities together. We are committed to building a team that represents a variety of backgrounds, perspectives, identities and talents.

**Placement summary:** To support the Production Services team by researching and gathering data to populate digital regional guide to county level on [www.filminginengland.co.uk](http://www.filminginengland.co.uk)

The introduction of Kickstart brings an exciting opportunity to create a new role for a young aspiring researcher within Film and High-end TV. You will receive training and support throughout the placement with clear development objectives and scope to continue into longer-term employment. Placements will develop knowledge and skills of the Film and HETV industry, whilst bringing a young fresh perspective to the support we provide to industry. If you are passionate about the Film and TV industry, looking to begin or build on your administrative and research skills, then we want to hear from you!

**CONTRACT:** 25 hours per week, 6 months

**PAY:** 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on your age)

**LOCATION:** UK WIDE, REMOTE WORKING FROM HOME. *offices in Bristol, Greater Manchester and London currently closed due to Covid. Office working optional post-Covid. All on boarding and training will be done by Video Conference, placements will be provided with the necessary equipment to work from home.*

**TO APPLY:** Are you 16 – 24 year olds and on universal credit? If so, you can **apply via a job coach at your local Job Centre Plus**. Applications cannot be accepted if sent directly to Creative England.

Application is simply by cover note and CV to you job coach by **23<sup>rd</sup> April 2021**. Interviews will take place by MS Teams Video Call.

**Key duties:** With training and guidance from our team of experts:

- Desk based research to identify:
  - new filming locations across the English regions
  - potential members for our Filming in England Partnership
  - key locations of potential interest in each county
- Content creation support including:
  - Collating brochures of location highlights for each county using our database and/or creating spotlight gallery(s) for the county
  - Collating quotes and fresh ideas for blog marketing content
  - Working with Production Liaison team to draft copy (text) for each county
- Liaising with location owners and wider contacts to source new location registrations

**The candidate:**

- Communication skills and desire to liaise with people over the phone and email
- The ability to multi-task; prioritise workload and deadlines
- Basic IT skills MSOffice
- Interest in Film & TV production
- Basic experience and/or desire to support CRM database management
- A willingness to learn