



NFTS

**NATIONAL
FILM AND
TELEVISION
SCHOOL**

**Freelance Project Coordinator: LEEDS BASED
Dance School (WT) trainee programme.**

**Closing Date for applications: Midday on Thursday 23rd June
2023**

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world's top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter's top international film schools for over a decade. The NFTS is a registered charity (313429).

4 Skills is the careers and training division of Channel 4. It seeks out talent and gives it somewhere to grow. It doesn't matter how old you are or where you come from they are here to help you find that first opportunity.

4 Skills is funding a paid trainee scheme, which will sit alongside the production *Dance School*, which is scheduled to be shot in the Autumn. The training programme is to be delivered by NFTS Leeds, a hub of the NFTS. We are now looking for a Project Coordinator to work with the team on a freelance basis to deliver this work to help train 10 brand new to the industry trainees. The trainees will be on board from August 2022 to January 2023, but we would like the project coordinator to join us as soon as possible. The role is freelance and it is anticipated you will be required for between 80 & 90 days between now and January 2023. The days per week will vary dependent on the activity.

The role is office based from our Leeds Hub, although some travel around the region may be necessary.

JOB DESCRIPTION

The person we require should have experience in working on something similar and preferably within the screen industries.

Main Responsibilities

- Assist the Development Manager (DM) in delivering and evaluating the DS Trainee programme. This includes screen industry training, mentoring and career support.
- Liaise with the production company, the trainees and other stakeholders to ensure the successful delivery of all aspects of the training programme.

- Book tutors, attend sessions, deal with necessary arrangements linked to same.
- Help to deliver activities within time, cost and quality parameters.
- Support the evaluation of the programme.
- Work with the DM to create personalised training and career development plans for each participant and ensure the records are updated.
- Assist the DM in a variety of roles, including setting up systems, processes and databases, arranging meetings, tracking and gathering programme data to help generate monitoring and evaluation reports and monitoring key aspects of the programme
- Act as the first point of contact for enquiries

Person Specification - Essential

- Excellent oral and written communication skills, interpersonal or “people” skills and experience of working in a team
- Flexibility and a ‘can-do’ attitude;
- Excellent attention to detail and organisational skills;
- Practical IT skills including an understanding of databases

The role requires good interpersonal skills, tact and patience, together with the ability to recognise and foster talent, whilst also ensuring students reach the standards required of them. You will be part of the experience of observing the trainees grow and develop their skills and passion in order to work professionally in the industry.

To apply by the deadline, please send a CV and a covering letter outlining how you meet the requirements for this role to jlyons@nfts.co.uk, any questions about this role can be sent to the same email.

Please note that we are unable to sponsor candidates for this role, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK. If you do not have the right to work in the UK, we will not be able to progress your application.

At the NFTS, people are at the heart of what we do. We're an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We are committed to being an anti-racist organisation and to increasing our representation of staff from Black, Asian and minority ethnic communities. We strongly encourage applications from all backgrounds.