

**SEAN CONNERY TALENT LAB COORDINATOR, NFTS SCOTLAND**

**Part time (21 hours per week)**

**Salary up to £23,000 FTE per annum**

**12-month Fixed Term Contract**

Leith, Edinburgh (NFTS Scotland)

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).

We are looking for a **Coordinator** to support the NFTS Sean Connery Lab in Leith, Edinburgh on a part-time, 12-month fixed term contract.  The Coordinator will work closely with the Head of Department for the Lab and is expected to facilitate the smooth and efficient day-to-day running of the main curriculum.  This will include liaising with Lab mentors for each discipline, especially during the dedicated weeks to each discipline.

Duties include booking rooms and equipment where required, supporting set-up of training venues, providing ad-hoc tutor support where required and supporting Head of Department in smooth operation of the NFTS Sean Connery Talent Lab.  The Coordinator will be based in Edinburgh.

The successful candidate will have a keen interest in film and television and will be expected to work with the Head of Department in person in the Lab as well as working remotely where appropriate.  The successful candidate will be expected to have a flexible attitude to hours and days of work within the allocated hours per week. The role involves some occasional evening and weekend working.

This role would suit someone who is highly organised, with the ability to prioritise and multi-task effectively.

For further information about this role and details of how to apply, please visit <https://www.nfts.co.uk/jobs>

Closing date for applications is **Thursday 24th April 2025**.

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.

**JOB DESCRIPTION**

**Responsible to**: Head of Department, NFTS Sean Connery Talent Lab

**Location:** Leith, Edinburgh

**Purpose of role:**

To act as a **Sean Connery Talent Lab Coordinator**, facilitating the smooth and efficient booking and running of the NFTS Scotland Sean Connery Talent Lab working alongside the Head of Department. The role is based in Leith, Edinburgh.

Core duties and responsibilities include but are not limited to:

* All administrative duties related to the Sean Connery Talent Lab, including payment administration and liaising with finance to ensure invoices are sent out and paid in a timely manner
* Booking guest speakers and arranging contracts and payment as required
* Keeping all students fully informed and updated (e.g. course information, homework) primarily through WorkVivo
* Maintaining accurate planning documents, records and archive of all curriculum activities
* Book rooms, equipment, transport, travel and accommodation as required and administer associated paperwork and communications
* Help make sure training rooms, in various in-person venues and online, are tidy and properly set-up
* providing ad-hoc tutor support where required and supporting Head of Lab Chris Young in smooth operation of the NFTS Sean Connery Talent Lab.
* Attend in-house training where required
* Work alongside the Development Manager where required to ensure the smooth running of the Lab.
* Contribute to ensuring that the quality of the student experience attending the Talent Lab starts and remains high and that outcomes remain consistent with those of a world-leading film, TV and games school
* Undertaking any other duties as may be reasonably required in the position.

**Essential Criteria:**

Educated to Higher Level (or equivalent)

Highly organised with exceptional attention to detail and able to multi-task and prioritise effectively

Excellent verbal and written communication skills

An excellent command of English (spelling and grammar)

Computer literate, with general knowledge in Excel, Word, PowerPoint and Outlook

Good knowledge and ability to use of a range of IT programmes and platforms including Google Calendar, Zoom, Work Vivo and survey monkey.

Excellent time management skills

Ability to work under pressure

Reasonable level of knowledge experience and skill with technical equipment for film and tv so that curriculum workshops and sessions will have technical support if required by visiting guests and tutors.

**Person Specification:**

A passion for film, TV and/or games

Enthusiastic, proactive and hard-working

Bright and self-motivated, with the ability to use your own initiative whilst also sharing information with your manager and the rest of the team

Polite, confident and personable, with strong interpersonal and relationship building skills with students and other stakeholders

Able to work occasional evenings and weekends and at events, where necessary