

## JOB DESCRIPTION

This is a funded-placement opportunity via the Estuary Producers Network's (EPN) Emerging Producer Placement Scheme. The EPN is part of Creative Estuary.

### Emerging Producer Placement Scheme

EPN's Emerging Producer Placement Scheme provides transformational opportunities for new and emerging producers in fields such as theatre, live performance, film, and digital media. Working with arts and cultural organisations, the scheme facilitates paid placements and commissioning opportunities designed to benefit both early-career producers and host organisations in Essex and Kent.

You are eligible to apply if you:

- Live or have a commitment to working in Essex/Kent (Estuary region)
- Self-define as an emerging producer
- Have some relevant or transferable experience
- Demonstrate within your cover letter how this will be a transformative experience for your career

<b>JOB TITLE</b>	<b>Film Producer</b>
<b>LOCATION</b>	<b>Office (Central Colchester) and home based, plus on set attendance for shoot days, visiting potential shooting locations, meetings with production team and attending casting sessions.</b>
<b>HOURS</b>	<b>On average 2 days a week for 15 weeks. During the shooting dates this may increase to a one off 3-4 day week with a reduction in hours the proceeding weeks.</b>
<b>SALARY</b>	<b>£3000 (any travel expenses are to be agreed in advance with the funder - <a href="mailto:epn@essex.ac.uk">epn@essex.ac.uk</a>)</b>
<b>REPORTING TO</b>	<b>Executive Producers</b>

### Job Purpose

The producer will work alongside the executive producers and other members of the production team to produce a short narrative film of approximately 10 minutes in length. The producer will oversee the entire pre-production and production process.

### Organisational Context

Aura Films is a film production company run by filmmakers Steven Dorrington and Tristan Syrett. We produce a wide range of short form content from corporate videos to commercials

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but our main area of expertise is narrative fiction. We have produced a series of short films over the last few years that have won multiple awards at film festivals.

**A Fish Called Keith (comedy)** <https://vimeo.com/111795555>

**School of Shock (comedy)** <https://vimeo.com/202190971>

**Off Fleek (horror)**

<https://youtu.be/c5NArLCdl3Y>

Aura Films is dedicated to producing stories that both entertain and highlight an important social cause. We aim to bring these causes and messages to a wider audience through engaging storytelling and by utilising genre formulas. Our next short film will follow this ethos.

Aura Films has ambitious plans to move into the feature film market and will use this latest short film as a proof of concept for a future feature film project. This next project is the start of us growing our freelancer base ready for the next step in Aura Films' growth.

Throughout the placement Steven Dorrington and Tristan Syrett will support the producer to undertake the duties and responsibilities below. Aura Films' understands that each candidate will have a varying skillset and will provide support and guidance in the areas where further development of skills and experience is required. By the conclusion of the placement the producer will have developed their knowledge in each of the duties outlined below.

### **Main Duties and Responsibilities**

The post-holder will

- a) Assist the executive producers in producing a short film between May - August 2022
- b) Help manage the production budget of the short film
- c) Over see the organisational aspects of the pre-production and production
- d) Identify and hire production crew for project
- e) Source and secure locations for project
- f) Help support the casting process of the short film

### **General**

The post-holder is expected to:

- Show a willingness to help us deliver the project to a high standard with accuracy and excellent attention to detail
- Friendly, efficient, and helpful with a positive attitude
- Good team player and a willingness to learn
- Excellent communication, interpersonal and presentation skills
- Represent the organisation in a positive manner
- A flexible approach is required for the role, as additional duties commensurate with the role may occur from time to time

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This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

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**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	No formal qualifications are required	Degree in Film/TV Production or other arts subject
<b>Experience</b>	A role in film production. Producing/organisational role for audio-visual production.	Experience producing short form narrative content.
<b>Knowledge</b>	Film production. On set health and safety requirements for film.	
<b>Skills</b>	Good organisational skills. Ability to work independently and achieve goals. Good face-to-face and written communication skills.	
<b>Personal Attributes</b>	Ability to stay calm under pressure. Able to work within a team. Flexibility. Commitment to learning and development.	
<b>Other</b>		

To apply please put together the following:

- A written CV listing your education and any paid or voluntary work experience you have undertaken
- Either a written covering letter or a video/audio recording telling us why you would be good for this role and how you meet some or all of the criteria outlined above

Then please email both of these to [e pn@essex.ac.uk](mailto:e pn@essex.ac.uk) by 5pm on Sunday 8<sup>th</sup> May.

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Please check the eligibility criteria on the full job advert carefully before you apply.

Interviews are expected to take place over the next two weeks.

If you have any questions about the role or your application, please contact:  
[epn@essex.ac.uk](mailto:epn@essex.ac.uk)

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