

**Wexford County Council invites applications for the role of Film & TV Co-ordinator.**

**1 year part time pilot initiative for Contract for Services delivered 2020-2021**

**Closing date for applications: Monday 10th August 2020**

**Section 1. Details of Contract:**

Wexford County Council is seeking to deliver a contract for services for a Part-Time Film Co-ordinator, working through the Arts and Economic development departments.

Aim: To develop film in County Wexford which increases indigenous and international film & TV production and provides local support and training to new and existing film and screen sector in County Wexford. The Co-ordinator will oversee the preparation of a 1 year pilot programme for film development which will develop into a three 3 year strategic plan for the county.

The Co-ordinator will work closely with the Screen Wexford Steering Committee which will consist of representatives from Wexford County Council, funders, the film and TV industry; statutory agencies and other relevant bodies.

**Key Tasks:**

* Organise regular update meetings with Wexford County Council departments to help create “Film Friendly Environment”.
* Co-ordinate funding submissions on behalf of the steering group where opportunities arise including possible corporate sponsorship, government grant schemes, tax incentives for the Screen Sector.
* Coordination of funding submissions for the screen sector in Wexford.
* Engage and continue to work with local and national production companies to promote Wexford as A ‘Film Friendly’ county to attract future film and TV productions in the Screen Sector.
* Tailoring filming permits and procedures to accommodate the Screen Sector in making Wexford County Council applications more ‘film friendly’ for production companies.
* Working with web developers to develop and market ‘Screen Wexford’ website’ which includes local crew and other facilities necessary for a film and TV production cluster.
* Coordinate training and development opportunities with stakeholders to support the Screen Sector.
* Promoting Co. Wexford as a film friendly location by attending shows and conferences, liaising with Screen Ireland and other film commissioners and film officers e.g. Attending ‘Focus’ - biggest event and meeting place for international production.
* Report to and coordinate with Screen Wexford Steering committee to develop 3 year “Screen Wexford” Strategic Development Plan.

**Film Friendly Environment**

Meeting with senior management of Wexford County Council Departments: i.e. Roads & Traffic, Arts & Culture, Economic, Building Control, Health & Safety, Event Management, and representatives of statutory agencies to set up a network of contacts, locations and other facilities/suppliers necessary for a film and television production cluster. To create awareness within departments of the requirements and expectations of incoming productions; working with them to create a film friendly environment.

**Film Permit**

Tailoring filming permits and procedures to accommodate the film industry and making Wexford County Council applications more ‘film friendly’ for production companies.

Liaising between film production companies, other film officers and departments, communicating the specific needs of the film industry and working with Wexford County Council departments to find ways of facilitating these needs.

**‘Screen Wexford’ Website**

Working with web designers to build a ‘Screen Wexford’ website and designing appropriate marketing tools to market County Wexford as a location base for filmmakers. The ‘Screen Wexford’ website will be a user friendly one stop shop for film companies looking to film in the county. This will involve:

1. Generating content for this website i.e. database of film locations, local film crew & cast, catering, accommodation, transport, upcoming film funding and training opportunities.
2. Engage and work with a web designer to build the website.
3. Update and maintain website with designer and answer all email queries.

**Local Training & Skills Development Programme**

Liaise and work in partnership with Screen Skills Ireland, Local Enterprise Office (LEO), Wexford Waterford Education Training Board (WWETB), Wexford County Council Arts Office & Culture teams and Economic Department, Carlow IT, Gorey School of Arts and other potential partners to develop a Training and Skills Development programme for the County.

* Film, TV and animation training initiatives.
* Apprenticeships and opportunities in County Wexford,Ireland and Internationally.
* Partner with national and local providers including conducting skills needs analysis for the area and creating skills development opportunities for local filmmakers.

**Funding & Support**

The Regional Film & TV Co-ordinator should develop knowledge of all potential funding and support sources including the development and implementation of the Wexford Film Fund:

* Support for film makers including updates on the website
* Develop and oversee the implementation of the annual Wexford County Council Short Film Award in partnership with the Arts Office and Bodecii Film.
* Co-ordinate funding submissions on behalf of the steering group where opportunities arise including possible corporate sponsorship, government grant schemes, tax incentives for the industry.

**Building Professional Relationships**

Building relationships with government agencies, guilds, other film offices and location managers nationally to position Wexford as a destination County for film, animation etc. contributing to the local economy and job creation.

**Promoting Wexford as Film Friendly**

Promoting Co. Wexford as a film friendly location by:

* Attending shows and conferences, liaising with Screen Ireland and other film commissioners and film officers e.g. Attending ‘Focus’ - biggest event and meeting place for international production.
* Engaging with local and national/international production companies to promote Wexford as a ‘film friendly’ county to attract future film and TV productions.

**Liaison for Production Companies**

Being available and the first point of call for Film Production Companies interested in filming in the region and provide on the ground local support.

**Screen Wexford Steering Committee**

During the pilot Year One, a quarterly review will be held in Wexford County Council Offices and the Film & TV Co-ordinator will report to Wexford Film Steering Committee presenting clear reports, updates and targets.

**Screen Wexford Strategic Development Plan**

Within the first year, the Regional Film & TV Co-ordinator will devise a 3 Year Wexford Film Strategic Development Plan with support from Wexford Film Steering Committee to attract outside productions and develop indigenous film in the Co. Wexford region.

**Applicants should have:**

* 5 years project management experience.
* Comprehensive knowledge of the film and television industry with particular emphasis on locations and/or production
* Knowledge and experience with the eco-system of the film and television industry, demonstrating ease of interaction with potential incoming clients and with relevant local and Government agencies
* Ability to demonstrate strong communication and negotiating skills
* Show clear examples of ability to problem-solve
* Technically competent with website and database maintenance
* Stills photography and Photoshop/Acrobat skills would be an advantage.

|  |  |
| --- | --- |
| EXPERIENCE & PROFESSIONAL STANDARDS | Bidders must clearly demonstrate, using appropriate examples within the last 5 years, that the individual has the relevant experience to successfully deliver similar contracts of similar size, nature and scale to that specified. |
| Relevant Experience In The Last **5** Years |

|  |  |
| --- | --- |
| SERVICE SPECIFICATIONS |  |
| Initiation Meeting | Attend a project management inception meeting with Arts Officer, Head of Enterprise and the Screen Wexford Steering Committee to confirm the final details of the methodology, timescale and access to appropriate materials and personnel. |
| Wexford County Council & Screen Wexford Steering Committee | All activities undertaken as part of this contract need to adhere to Wexford County Council policies and the Screen Wexford Steering Committee procedures with regards to Equal Opportunities, Health & Safety and Safeguarding. These will be made available to the successful candidate. |
| Pricing | €30,000  3 Day Week  40 Weeks per annum  Programme budget for training, website and annual Film Award will be allocated |

The intended timetable for this procurement is subject to change following on from the initiation meeting:

**Applications must include:**

* CV
* A statement outlining:
* Relevant experience within the last 5 years
* Ability to deliver
* Ability to meet deadlines
* Any relevant qualifications
* The names, addresses, telephone numbers and email addresses of two clients who may be contacted references in connection with the proposed contract.

Short listing will apply and applicants will be required to attend an interview during the selection process.The intended timetable for this procurement is subject to change following on from the initiation meeting:

**DATES:**

|  |  |
| --- | --- |
| Advertising | 14th July |
| Deadline for submission | 10th August 2020 |
| Notification of Interview | 21st August 2020 |
| Interview date | Week of 31st August 2020 |
| Anticipated Contract Start Date | Sept/October 2020 |

Please note all applications for the above post must be typed and submitted by email only to [**arts@wexfordcoco.ie**](mailto:arts@wexfordcoco.ie)with Film & TV Coordinator in the subject line. **Printed hard copies will not be accepted for the above post. Applications must not exceed 12 MB in size including support material.**

Closing date **Monday 10th August 2020 @ 5pm.**

**Background:**

In 2018 the Arts & Economic Development Departments of Wexford County Council commissioned the *TV & Film Production Development in Wexford Report* which was built on data sources and interviews to research:

* Film & TV Industry In Ireland
* Development of the Audiovisual Sector in Ireland.
* Regional Development of the film industry in Ireland Identifying Key Issues
* Recommendations

This report gave an overview of the film industry in Ireland, regional development of film and TV production which included an overview of local authorities and their approach to film development and production in their county. The report identified key areas to Wexford County Council to maximise on the upturn of film and TV production across Europe to promote, develop and produce a greater volume of film and TV productions in the County Wexford region. Recommendations were made in the report for the future development of the screen sector in County Wexford, identifying measures Wexford County Council can take to build a future film and TV development strategy.