

Producer

Location:	London / Remote / Hybrid working
Department:	Production
Hours:	Full time (35 hours per week)
Salary:	£28,000 - £30,000 pro-rata per annum
Reports to:	Head of Production

About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development.

Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5-19 year olds with inspiring opportunities to learn with film and develop a passion for cinema.

Role Summary

The Producer will collaboratively produce audio-visual content used to engage and support educators, including Film Club Leaders.

Reporting to the Head of Production, and with the Senior Producer the post holder will support the development and production of content for Into Film's Video on Demand platform (IF+) and Learning Management System (LMS). They will work with colleagues from across the organisation to research and scope ideas and manage content from concept to delivery.

The Producer will also support the production of advocacy content, delivering case study films that illustrate the impact of the Into Film programme.

Whilst focussing on content for IF+ and LMS, the post-holder will also support team members and colleagues from across the organisation to produce a range of content, including but not limited to supporting the Into Film Festival and the Into Film Awards.

Main Responsibilities

- Work with the Senior Producer to collaboratively produce video/audio content that targets educators, including that hosted on Into Film's VOD (IF+) and Learning Management System (LMS)
- Support the Head of Production with the production of advocacy content (filmed case studies with educators and young people) that demonstrates the impact of the Into Film programme
- Support the Head of Production to ensure that all production needs are covered for the Into Film Festival and Into Film Awards.
- Work with colleagues from across the organisation to produce content for other audiences, including educators and industry, as and when required. This role is focussed on IF+ and LMS content but must flex in order to support other objectives
- Help to prepare and manage budgets for production activity, providing regular updates to the Head of Production and Senior Producer
- Work collaboratively with Video Content Leads to ensure creative and technical elements of each production, from pre-production, to shooting, and delivery, are met
- Ensure all projects are appropriately resourced and supported including the costing and management of project budgets, schedules and post production; experience is essential here.

- Ensure all content is compliant with regulations and codes of practice with regards to health and safety, child protection and safeguarding
- Ensure all content is compliant and cleared for use across all channels including reporting to relevant associations
- Formulate new ideas for development showing an awareness of the UK screen industry and the needs of educators
- Actively promote equal opportunities, and the principles of equality, diversity and inclusion in all aspects of Into Film's work, and ensure that these are reflected in the content it produces
- Manage freelancers where necessary
- Assist Senior Producer and the Head of Production with project feasibility testing and the scoping of briefs as and when required.
- Maintain good working relationships with everyone involved in the development process

General responsibilities

- Commitment to quality internally and in all dealings with the public, members, teachers, children and young people, partners, funders, supporters etc.
- Contribute to long term planning to ensure growth in line with demand and resources
- Contribute to the regular monitoring and evaluation of the Into Film's work
- Commitment to accessibility and inclusion in line with Into Film's Equal Opportunities Policy
- Any other reasonable duties assigned by Into Film
- The role may require some work away from home for short periods and/or evening and weekends

Person Specification

Essential

- A good understanding of educators (and the education sector) and the media/channels they engage with
- Experience producing content with a clear understanding of both the creative and technical requirements from pre-production, to filming, to delivery
- Ability to take on multiple projects, including planning, implementation, budgeting and evaluation
- Positive, solution, focused approach with fast problem solving skills
- Excellent communication and organisational skills with a broad spectrum of people; high profile talent, educators, industry experts and young people
- A good understanding of producing and controlling production/event budgets
- Basic camera and editing skills to support Video Content Leads
- Experience of engaging children and young people in the production process and knowledge of child protection and safeguarding issue
- Experience of contracting and working with freelance crew
- The ability to work proactively and unsupervised as part of a team
- Practical knowledge of rights clearance for audio-visual production and up to date knowledge of compliance in relation to video production
- The availability for in-person filming and out of office hours

Desirable

- Experience of working with and creating content for Video on Demand and Learning Management platforms
- Sound understanding of film and arts organisations, including drivers pertaining to CYP
- Experience of tracking and analysing quantitative and qualitative feedback to measure performance and inform future content production strategy
- Experience delivering to a range of formats and technical specifications; online up to cinema delivery
- A love and knowledge of film

All employees regularly working with children and member data are required to undertake and maintain enhanced DBS clearance (and/or Access NI check or Disclosure Scotland check, depending on working location), acquired at Into Film's expense; employment is dependent upon this.