

ELEVEN FILM - CREATIVE ACCESS ADMINISTRATOR JD

Working Hours: Flexible. Job-share available.

Location: Eleven offices in Central London with split work from home potential.

Role Description:

The Creative Access Administrator is a fixed-term contract supporting the administration of Duly Noted 2022, a training programme for aspiring TV Script Editors.

From logging and responding to emails, coordinating the selection process, and organising access for the training workshops and production placements, the Creative Access Administrator is integral to facilitating the smooth running of the training scheme.

The overriding goal of this role is coordination and organisation. This individual will foster communication and inclusion, ensuring that our team members, trainees, and partners know what's happening and where to go at all times.

Our ambition is for all of our interactions, workshops and production placements to be accessible to all participants. The Creative Access Administrator is key to making this happen.

Responsibilities:

Logging and responding to applicant emails, organising and filing applicant submissions. Coordinating the shortlisting and selection process.

Point person organising the logistical details of the workshop training series, and clearly communicating this information to the DN team, participants and partners.

Supporting the coordination and administration of the production placements, liaising between the DN team, participants and our partner production teams.

Being a key contact for participants throughout their production placement period. Confidently communicating with members of the DN team, participants, production crew, and support staff with in an open, respectful, efficient manner.

Enabling a culture of inclusion, encouraging diversity and representation, working with a broad range of individuals to fulfil their access requirements. Knowledge of current access legislation and disability awareness training is a benefit but not a requirement.

Liaising with Duly Noted participants to support them to submit their Access to Work applications. You will build an awareness of support roles and standard rates of pay.

Booking and organising access support for the workshops and production placements, liaising with Access Support Workers, Sign Language Interpreters, and Captioners. Communicating key logistical information.

Assisting in the preparation of the workshop series, ensuring all workshop presentation and supporting material is available in accessible formats.

Required Skills:

- A passion for stories and particularly television series, and a desire to enable the people who make and create them
- Managing conflicting priorities and delivering to deadlines
- Excellent planning and organisational skills with the proven ability to multi-task
- Proficient in the use of Microsoft Outlook, Excel and Word
- Good verbal and written communication skills
- Scheduling or project management

Desired Skills:

- Experience working with Deaf, disabled and neurodivergent creatives
- Understanding of access provision in a training and learning context
- Understanding of access and disability in a rights-based context
- Networks within the access provision sector, which may include captioners, BSL interpreters, audio describers and/or organisations who support arts venues and organisations with access provision
- Experience of fostering inclusion and access
- Experience of working in a media or arts setting
- Experience of working with TV and Film producers and talent
- An understanding of the technical aspects of TV production

Who We Are:

Founded in 2006 by Jamie Campbell and Joel Wilson, Eleven produces quality drama, documentary and comedy for the UK and international markets. Our work includes SEX EDUCATION for Netflix, TRUE HORROR for Channel 4, GAP YEAR for E4, THE ENFIELD HAUNTING for Sky, GLUE for E4, and CAST OFFS for Channel 4.

In June 2020, Eleven was acquired by Sony Pictures Television, who now own a majority stake in the company.

Talent is at the heart of everything we do at Eleven. We are passionate about inclusion and representation, and appreciate what it takes to foster a truly open, creative environment. We see every role in our office as a key collaborator in bringing that to life.

We encourage applications from people irrespective of their gender, race, sexual orientation, religion, age, disability status or caring responsibilities. Along with flexible working and job-share, we will support all access requirements for this role.

Applications:

Applications should be made by emailing a letter explaining in no more than two sides of an A4 PDF what attracts you to the position and evidence of your ability to fulfil the role and meet the person specification.

Please also submit a C.V. with your references.

Applications should be addressed to Carissa Hope Lynch, Executive Producer and sent via e-mail to dulynoted@elevenfilm.com by 10am on Monday, February 21. We reserve the right to close applications at any time.