

**Production Guild** - represents the professional interests of its film and television industry production practitioner members, both within the UK and overseas. The Guild is the leading film and television industry body providing networking, resources, training and seminars to its members and the wider industry. It has close relationships with production companies, broadcasters, and major studios regarding the professional availability of its members and remains in step with the ever-evolving production landscape to best support its members.

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### **Job Title: Business Development and Training Coordinator**

**Role Requirements:** An initiative-taking and highly organised Coordinator to provide detailed administration, organisational support, proactive outreach, and relationship maintenance to aid the organisation to secure and track sponsorship and support delivery of workforce skills for our members.

**Responsible to:** Head of Talent Development (as line manager) - as well as working to business development consultancy roles.

*This role will require some occasional weekend and evening work to support training and event activities for which time back in lieu will be given.*

**Based at:** Remote working at home and at available hot desks.

**Normal Hours:** 37.5-hour week *(includes some weekend work)*

**Salary:** £28,000 - £30,000 full time per annum

### **Key Responsibilities**

#### **Business Development & Sponsorship**

- Provide administration support to onboard, contract and monitor engagement with production related businesses in relation to sponsorship agreements.
- Help prepare sponsorship proposals, presentations, and reports.
- Ensure income targets are up to date and work with the Finance team to ensure invoices are sent and received in a timely manner and provide regular reports.
- Work closely with the Finance and Operations Controller and Finance & Company Facilitation Executive to monitor debtors reports and monitor fees monthly.
- Maintain relationships with existing sponsors and partners, ensuring deliverables are met and flag any issues to the sponsorship consultancy role and the CEO.
- Regularly track sponsorship income targets, agreements, and reporting requirements.
- Maintain accurate records on the PG CRM database of sponsors and funding partners - contracts, payment schedules and deliverables and ensure on track.
- Assist with monitoring, reporting, and evaluation of on-going business development.
- Function as a point of contact for sponsors and partner business enquiries.

## **Training & Programme Administration and Coordination**

- Provide administration support for member focused training programmes, delivered both online and in person including scheduling and place bookings.
- Support Head of Talent Development to compile pitches + applications for training bids and helping to promote training courses and outreach.
- Ensure training budgets are up to date and invoices are sent out and received in a timely manner.
- Support external hired trainers and facilitators with course logistics, distribution of materials, and attendance records.
- Open and provide the welcome and monitor online training sessions as required for scheduled training, including occasional requirements for training delivered on weekends.
- Work in collaboration with Head of Talent Development to research content for PG's Virtual Learning Environment.
- Research and compile details on relevant external training and opportunities delivered by third parties for promotion via the resources section of the website and newsletter.
- Maintain accurate databases of trainees, courses, and evaluation outcomes.
- Assist with monitoring, reporting, and evaluation of training programmes.
- Act as a point of contact for enquires relating to training.

## **General Company Administration Support**

- Support networking events, industry meetings, and outreach activities as required.
- Keep up to date with industry trends, funding opportunities, and skills initiatives.
- Working alongside the Finance and Company Facilitation Executive and the Memberships and CRM Coordinator to research industry related jobs and support the tracking and promotion of members and partners in relation to involvement in productions being released as requested by the Marcoms and Events team.
- Maintain records, contracts, and documentation in line with organisational policies.
- Work with the marketing and communications team to actively promote training opportunities and partnerships.
- On a rotational basis alongside the wider coordinator team, be a first point of call for general company enquiries. Answer general company phone line and central email inbox. Provide a response to any queries if able to do so or forward to the correct member of the team.
- The role will be expected to perform different tasks as necessitated to meet overall business objectives of the organisation.

## **Person Specification**

- Strong organisational, administrative, communication and interpersonal skills, including confident phone manner.
- Excellent writing and budget management skills.
- Ability to manage multiple tasks and deadlines with a proactive approach.
- Confidence working with a range of stakeholders.
- Interest in or knowledge of the film and television production sector.
- Proficiency in common office and database/CRM and budgeting software.
- Comfortable working independently and as part of a small team.