

Job Description	
Job Title:	Interim Film Office Manager
Work Base:	Riverside Innovation Centre, Chester
Reviewed:	September 2026

Main Purpose of Role:
Lead the establishment, implementation and early delivery of Screen Cheshire, the region's first dedicated Film Office, acting as the single point of contact for film, TV and content production enquiries across Cheshire and Warrington. In this foundation year, the postholder will build the infrastructure, relationships and evidence base needed to launch a fully operational Film Office – including a locations, crew and supplier database, standardised permitting arrangements with the three local authorities, and a governance framework – while positioning Screen Cheshire as a signature project for approval, funding and launch by the incoming Cheshire and Warrington Mayor following the May 2027 election.
Key Responsibilities:
Establishing the service - Lead the implementation and delivery of Screen Cheshire as the single point of contact (“front door”) for filming enquiries across Cheshire East, Cheshire West and Chester, and Warrington - Establish and service a governance group bringing together public and private stakeholders to oversee delivery - Agree Memoranda of Understanding with the three local authorities to standardise permitting processes, fee structures and turnaround times, working closely with council teams (highways, parking, events, green spaces, communications) as well as local police and fire services Location, crew and systems infrastructure - Establish efficient systems and help procure appropriate platforms to implement locations, crew and supplier directories, monitor enquiries and track permitting. - Work closely with council and private stakeholders to identify a varied list of key film friendly locations and local suppliers to build a locations and supplier database, targeting 100+ listed venues and partners by March 2027 - Create and maintain accurate location database listings, including editing updating images, and writing copy, and applying searchable tags, and carrying out regular location availability checks - Oversee development of a Screen Cheshire website, brand identity and digital marketing presence, ensuring compliance with Mayoral Investment Fund branding and

publicity requirements

Industry engagement and business development

- Build and maintain relationships with production companies, location managers, broadcasters and industry bodies, including Filming in England, the British Film Commission, Creative UK, Screen Alliance North, and neighbouring Film Offices
- Represent Screen Cheshire at industry events, forums and conferences, including the FOCUS film conference
- Develop relationships with private-sector partners to explore sponsorship, in-kind support and future income generation
- Work proactively to attract filming activity and repeat business to the region through targeted marketing, familiarisation visits and event networking
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Skills and supplier development

- Engage local colleges, universities and training providers (e.g. PeoplePlus, ScreenSkills, BFI) to develop skills and talent pathways that reduce outbound commuting by local crew and build a Cheshire-based talent pipeline
- Identify, engage and build relationships with local suppliers to the film and TV industry (e.g. equipment hire, catering, transport, construction, security), growing a Cheshire-based supplier base able to service productions.

Governance, reporting and funding

- Manage the Mayoral Investment Fund grant in line with the funding agreement – including restricted-fund accounting, monitoring, and reporting
- Establish framework for monitoring and reporting of qualitative and quantitative Film Office data and KPIs (enquiry volumes, conversion rates, filming days, economic impact)
- Lead on preparation of a multi-year business case and funding proposal evidencing a sustainable financial model & return on investment for approval by the incoming Mayor.
- Develop and deliver a communications and PR strategy for Screen Cheshire, ensuring all activity meets Combined Authority publicity requirements
- Manage community engagement processes for any large-scale or potentially disruptive filming activity

General

- Deputise for the Managing Director, Marketing Cheshire on Screen Cheshire matters as required
- Comply with Marketing Cheshire's codes of conduct, safeguarding, health & safety, equalities, and data protection policies



Reporting Lines:

- Managing Director

Person Specification		
Specification	Essential (E) or Desirable (D)	Method of Assessment
Education & Training		
- Higher education / degree-level qualification in film, media, or creative industries, or equivalent professional experience	D	
Skills & Abilities		
- Excellent relationship-building and stakeholder management skills across public and private sectors	E	
- Confident, adaptable communicator, able to present to boards, councillors and industry audiences	E	
- Strong project and budget management skills, including planning, reporting and evaluation	E	
- Competent user of Microsoft Office and willing to learn new digital, CRM or permitting systems	E	
- Entrepreneurial, self-starting approach to establishing a new service from scratch	E	
Achievements and Experience		
- Demonstrable experience of working in the film/TV production industry (e.g. as a location manager, producer, or production coordinator)	E	
- Excellent, demonstrable network of contacts across the UK screen industry	E	
- Demonstrable experience managing grant-funded projects, including monitoring and reporting to a funder	D	
- Experience of setting up or working within a UK regional Film Office (e.g. Bristol, Kent, Staffordshire, or similar)	D	
- Experience developing skills or training partnerships with colleges, universities or	D	



sector bodies		
- Understanding of local authority planning, highways or permitting processes	D	
- Experience of public sector grant conditions, subsidy control, or working with a Combined Authority	D	
Personal Attributes		
- Positive, entrepreneurial and self-starting	E	
- Resilient and comfortable working with ambiguity in a new, evolving role	E	
- Collaborative team player, committed to building effective working relationships	E	
Other Requirements		
- Willingness and ability to travel across Cheshire and Warrington and to occasional national industry events, including some evening/weekend work and occasional overnight stays	E	
- A valid UK driving licence	D	
- A desire to learn and succeed	D	