



Screenwest Ltd Position Description

JOB TITLE: Talent Development Manager (Maternity Cover)
LOCATION: East Perth
POSITION REPORTS TO: Head of Screen Investment and Strategic Projects
POSITION STATUS: 6 month fixed term, full-time parental leave cover, with the potential to extend up to twelve months.
POSITIONS REPORTING TO THIS POSITION: Nil
START DATE: 15 th June 2020
APPLICATIONS CLOSE: 18 th May 2020
CALL OUT SUMMARY
Screenwest is looking for a highly organised and experienced industry practitioner to provide parental leave cover for the Talent Development Manager for a minimum duration of six months. The successful candidate will be able to demonstrate a high level of production and industry experience across an extensive range of screen projects and employment history.
PURPOSE OF POSITION
Responsible for the design, delivery and day to day management of Screenwest's filmmaker capability development programs.
STATEMENT OF DUTIES
<ul style="list-style-type: none">• Develop, deliver and manage Screenwest's suite of capability building programs and production initiatives, supporting the skills development and career progression of WA screen practitioners.• Proactively identifying, fostering, connecting and progressing talent from across the screen industry value chain, from diverse backgrounds and from all over Western Australia.• Provide creative and production advice on early career productions. Be a central advice point for early career screen sector practitioners.• Be the liaison for industry guilds and associations offering services to the WA Screen Sector.• Manage applications, programs and initiatives, prepare high level assessment and recommendation papers to be considered by the relevant panels, CEO and the Board.• Participate on assessment panels.

- Manage, measure and monitor projects as required to ensure the delivery of milestones in accordance with all contractual obligations
- Respond effectively and accurately to enquiries or concerns from industry practitioners and stakeholders related to screen industry capability development programs.
- Prepare and present reports, budgets, statistical data and other information as required to senior management.
- Be an active member of the team and contribute to the development of strategic corporate initiatives and actively participate in their implementation.
- Represent Screenwest at forums, and market and industry events as required. promoting its services and the interests of the WA screen industry.
- Regularly attend industry functions and meetings.
- Build and maintain effective relationships with relevant staff of other relevant screen industry organisations, including Federal and other State government screen agencies.
- Assist with the development and creation of a positive and supportive culture at Screenwest. Liaise with Screenwest Diversity Manager regarding diversity policy and programs.
- Other duties as required.
- Comply with Screenwest Code of Conduct, policies and procedures and relevant appropriate legislation.
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
- After hours industry engagement through Screenwest events and some industry events may be required.

RESPONSIBILITIES

1. Travel Fund enquiries and Applications
2. West Coast Visions
3. Elevate
4. Small Screen Skills Development Workshops
5. *Screenwest In conversation* Podcasts
6. Above the Line – Professional Development Placements
7. Mentorship – Professional Development
8. Brian Beaton Award
9. Screen Industry Skills Development Fund
10. *Screenwest In conversation* guest speaker events
11. Screenwest Regional Roadshow – Pathway to Screen Industry Program
12. Meet with Industry and provide advice on our programs
13. Attend all end of year University/TAFE and SAE Short Film Showcases
14. Connect with Guilds
15. One off special initiatives with other partnered organisations such as Impact, and AFTRS

16. Visit universities and higher education organisations and advise of entry pathways to industry and Screenwest programs
17. Management of broadcast and screen agency roadshows/visits to Western Australia.

SELECTION CRITERIA

- Substantial experience working with filmmakers and key creatives and in developing a diverse range of professional projects for the screen.
- Demonstrated knowledge and understanding of current screen industry issues and trends.
- Highly developed organizational skills, including demonstrated experience in managing actions to deadlines.
- Well-developed communication and interpersonal skills with ability to build and maintain relationships with stakeholders and customers.
- Significant industry and production experience.
- Demonstrated delivery of high-level customer service and ethical behavior which adds value in achieving business outcomes.

Desirable

- Degree level qualifications in a relevant discipline.

KEY RELATIONSHIPS/INTERACTIONS

- Screenwest Board and staff members.
- State and Federal Government Agencies.
- Screen industry stakeholders.

KEY CHALLENGES

- Ability to meet the needs of many stakeholders and deliver outcomes for the WA community.
- Ability to adapt to change and to work flexibly.
- Ability to remain focused in a busy workplace.
- Ability to work with a diverse range of skillsets across the sector.
- Ensuring safe work practices are maintained at all times.

SPECIAL CONDITIONS

- A current (within six months) National Police Clearance Certificate will be required. Some work outside of normal business hours will be required.
- May be required to work from home during COVID restrictions

Appointment subject to:

- 100-point identification check; and Criminal records screening clearance.

HOW TO APPLY

Please supply the following materials in an email to HR@screenwest.com.au

- Cover letter
- 1-2 page CV
- 1-3 page application which addresses how you meet the above selection criteria.

Please contact Eva Di Blasio for any further enquiries regarding the position.

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