



# FILM LIAISON OFFICER JOB DESCRIPTION



## FILM LIAISON OFFICER JOB DESCRIPTION

---

Attracting productions into regional areas often requires Regions and councils to be proactive.

Assessing a film permit application requires consultation with different teams within a council, and a dedicated Film Liaison Officer (FLO) provides a speedy response for filming requests and a seamless customer experience throughout the process, whilst at the same time maximises the opportunities for the local area. Having a consistent channel of communication available for the applicant also allows councils to better understand and manage the impact of filming on residents and businesses.

## THE FLO PERFORMS A NUMBER OF TASKS, INCLUDING:

- + Single point of contact for production companies wishing to film in the region;
- + Single point of contact for Screenwest;
- + Respond to all filming enquiries;
- + Enhance the profile & reputation of the region through a high-quality response service;
- + Work to ensure a film-friendly welcome to productions wishing to film in the region;
- + Promote locations and match them to production briefs;
- + Assist with hosting producers & directors on recess – accommodation, transport, access to locations;
- + Use of the state-wide system of clear, streamlined processes and procedures;
- + Assess film permit applications;
- + Manage internal communication and any necessary agency sign-offs for a film permit;
- + Issue the final film permit to the applicant;
- + Attend on-site meetings with production companies and managers of local facilities if required;
- + Understand the needs of a screen production including time constraints;
- + Understand the different roles within a production team;
- + Communicate and negotiate with the applicant on behalf of the council;
- + Coordinate all information to ensure it is communicated quickly and consistently;
- + Single point of contact for traffic management, road closures, walkways, state and national parks, parking and use of public buildings;
- + Ensure filming in the public domain is effectively managed and complies with all relevant policies and regulations.
- + Attend Screenwest Film Friendly WA workshop leading to certification;
- + Work with Screenwest to establish and maintain a Film Friendly council;
- + Work with Screenwest to promote the region as a destination with diverse geographic & accessible locations;
- + Ensure the maintenance and update of the council's Film Friendly website information;
- + Maintain and update the council's Film Locations Library;
- + Share regional location images with Screenwest to upload to the Locations Gallery database;
- + Educate departments within the Region/council on what might be required from filming;
- + Promote local businesses, facilities & services;
- + Compile contact sheet of relevant regional service providers for filmmakers;
- + Compile regional skills register;
- + Compile cultural contacts list;
- + Successful completion of online certification test.
- + Complete recertification status check list every two years.