**Introduction**

Fís Éireann/Screen Ireland, the development agency for the Irish film, television and animation industry, has appointed Clermont Enterprise Hub CLG as the lead organisation to manage the establishment of the East Screen Crew Hub, an initiative that will seek to alleviate shortages of skilled labour in the Irish film and television industry through training, work placements and mentoring.

Responding to the huge demand for new talent across all areas of the screen industries, the Wicklow-based Crew Hub will be one of three in Ireland, with the others based in Galway and Limerick. These new hubs will develop skills and build capacity in production crew roles at all levels across the country.

The Crew Hubs will join the National Talent Academy network for Film and TV, which includes the Animation and Film & TV Drama Academies and will be managed by Clermont Enterprise Hub CLG in Wicklow, in Limerick through Film in Limerick, and the Atlantic Academy (Danú Media) in Galway.

The academies will be focused on attracting next generation talent with a strong diversity agenda and €1 million in funding has been invested across the three Crew Hubs to support crew development.

Clermont Enterprise Hub CLG is a not for profit company established by Wicklow County Council to oversee the construction, development and management of an Enterprise Hub with a particular focus on the Content Creation and CreaTech sector, at Wicklow County Campus, Rathnew.

The Enterprise Hub will provide work space for start ups and established businesses in these sectors.

In addition it is designed as a hub and event space which will cater for training, business supports, networking and business events while bringing together all stakeholders in the sector. The overall aim is to foster creative industry business growth, job creation along with expansion of the sector throughout the region. The Enterprise Hub will be launched later in 2022.

**Crew Hub Manager Role**

Clermont Enterprise Hub CLG now wishes to engage a Manager to lead on the roll out of the East Screen Crew Development Hub. This will be a full-time contract position for a 12-month period.

The role will consist of the following:

* Working closely with the Crew Hub steering group on the development, marketing, delivery and review of the activities set out in the work plan for the Crew Hub, to include the development and delivery of a suite of skills development initiatives that address skills gaps across live action crews.
* Developing and growing links between the Crew Hub, the live action sector, education providers and other relevant organisations throughout the region from Louth to Wexford and hinterland.
* Overseeing all financial management aspects of the Crew Hub as well as overseeing preparation of all relevant documents for monthly and end of year financial reporting, audit and compliance processes.
* Carrying out skills gap analysis for crew on an ongoing basis.
* Attending industry events to promote the Crew Hub and its programmes.
* Fostering partnerships and collaboration with key stakeholders such as Screen Ireland, Screen Guilds Ireland, Screen Producers Ireland, other Crew Hubs and Talent Academies and others, as required from time to time.
* Working closely with Screen Guilds Ireland and Screen Ireland’s skills team on developing crew skills, progression opportunities, skills gaps, and growing the crew base through work-based learning programmes, placements and other initiatives to include the roll out of a new Crew Database and a new Competency Framework for all crew roles.
* Working closely with Screen Ireland’s Section 481 skills team on the implementation of the Section 481 skills development process and the involvement of crew at all levels.
* Gathering data, information, and resources like case study videos/photographs to support the work of Screen Ireland in attracting the next generation to the sector.
* Developing and growing links between the Crew Hubs and education/training providers at secondary level and third level.
* Promoting careers, opportunities, and access routes into crew roles to young people with a particular focus on diversity and inclusion.
* Working closely and maintaining a high level of communication with the Manager of Clermont Enterprise Hub CLG to achieve the objectives of the Crew Hub.
* Provide progress reports to Board of Directors.

This list is not exhaustive and might be complemented by reasonable and related additional tasks.

**Requirements – Qualifications, Skills and Experience**

The ideal candidate should have:

* Hold a recognised degree, or equivalent professional qualification, in a relevant discipline.
* Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
* Knowledge and experience of working with crew on Film / TV productions.
* Experience of managing and delivering projects and/or training.
* Extensive knowledge of the roles within live-action production.
* A proven track record of project management.
* An understanding of the complexities of individual roles within each department.
* Excellent verbal and written communication skills.
* Strong attention to detail.
* A team player with the ability to work without supervision.
* Excellent time management, presentation and reporting skills.
* Strong organisation and record keeping skills.
* Hold a full unendorsed driving license for class B vehicles, be a competent driver, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the employer. The employer must be indemnified on their insurance.
* This role is based primary in Rathnew, County Wicklow with an opportunity for a mix of office based and remote working.