

## Job Advert

### Job description:

Are you looking for a job working from home on your own hours working when you want? Well here at Jadeite Entertainment Limited we are looking for Location & Permits Coordinator to join our team.

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 **\*\*Join Our Team! Location & Permits Coordinator Wanted! 🧑\*\***

All applicants must 18+

Are you passionate about the magic of filmmaking? Do you thrive in organising and coordinating intricate details? We're a dynamic film company startup seeking a talented Location & Permits Coordinator to join our team!

#### **\*\*Role Overview:\*\***

As a Location & Permits Coordinator, you'll play a pivotal role in ensuring seamless production operations by managing all aspects of location scouting, permits, and logistics. You'll be the go-to person for securing filming locations, obtaining necessary permits, and liaising with local authorities and property owners.

#### **\*\*Responsibilities:\*\***

- Conduct thorough location scouting to find unique and suitable filming locations.
- Coordinate with property owners, managers, and authorities to obtain filming permits and permissions.
- Ensure compliance with all legal and regulatory requirements related to filming locations.
- Negotiate contracts and agreements for location usage, fees, and other terms.
- Collaborate with production teams to fulfill creative requirements while adhering to budgetary constraints.
- Manage logistics and scheduling for location shoots, including transportation, equipment, and crew accommodation.
- Address any issues or challenges that arise during location scouting or filming.

#### **\*\*Requirements:\*\***

- Previous experience in location scouting, permits coordination, or a related field within the film industry.
- Strong organisational and time management skills, with the ability to prioritise tasks effectively.
- Excellent communication and negotiation abilities, with the capacity to build and maintain relationships with the team.
- Knowledge of local regulations, permitting processes, and industry standards.
- Resourcefulness and problem-solving skills to navigate challenges and find creative solutions.
- Flexibility to work irregular hours and travel as needed for location scouting and shoots.

- Passion for film and storytelling, with a keen eye for unique and visually compelling locations.

Management of contracts and agreements.

- having a car or uk driving licence is not required.

**\*\*Benefits:\*\***

- Flexible work schedule – work when you want, where you want.

- Opportunity to work on exciting and diverse projects.

- Collaborative and supportive work environment.

- Competitive compensation based on experience and skills.

- Room for growth and advancement within the company as we expand our operations.

**\*\*Field Work\*\***

- Travel, food and hotel budget.

- work laptop and equipment if needed.

If you're passionate about visual storytelling and ready to join a dynamic team of creatives, we want to hear from you! Please send your resume, portfolio (including examples of your work), and a brief cover letter outlining your experience and why you'd be a great fit for this role to [HarrySoar@Jadeiteentertainment.com](mailto:HarrySoar@Jadeiteentertainment.com) or go to our 'work with us' page.

Join us in shaping the future of media and let your creativity shine! Apply now and be a part of something special at Jadeite Entertainment Limited!