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**LEVELLING
UP**

SUPPORTED BY
MAYOR OF LONDON



Business Development Executive – Games London

Salary: £34,000 pa

Contract: Full Time – contract until June 2025

Reports to: Head of Games

JOB DETAILS

Film London is the capital's screen industries agency. We connect ideas, talent and finance to develop a pioneering creative culture in the city that delivers success in film, TV, animation, games and beyond.

We work to sustain, promote and develop London as a global content production hub, support the development of the city's new and emerging filmmaking talent and invest in a diverse and rich film culture. Funded by the Mayor of London and the National Lottery through the BFI, we also receive support from Arts Council England and DIT. Film London also has a national remit, the British Film Commission. Film London is a registered charity.

Our Games London team delivers an ambitious B2B programme and the London Games Festival.

Games London's programme of activity promotes and grows London's games sector. The Business Development Executive will support the programme across a range of tasks including the continued delivery of our Accelerator programme, an expanded workshop programme in 2023, plus the running of our tentpole event the Games Finance Market, and wider tasks across the London Games Festival.

The Business Development Executive will report to the Head of Games London.

KEY RESPONSIBILITIES

Games London – Accelerator Programme

Work with the Head of Games London and Games London's Advisory board to continue Games London's successful programme for fast-tracking games studios in London towards successful partnerships:

- Day-to-day management of the Accelerator programme including planning, programming and delivery in collaboration with programme partners and commercial partners
- Devise a timeline for the programme from announcement and applications through to completion working towards set targets
- Recruit speakers, mentors and partners to create a teaching programme as required
- Deliver each of the regular meetings/events that form the Accelerator timetable, culminating in participants' involvement in the Games Finance Market

Expanded Accelerator Programme

In 2023 our Accelerator programme will expand with a new strand for founders from underrepresented backgrounds.

Working with the Head of Games London to deliver this in-depth programme, you will:

- Manage and deliver the wider programme, working to the already agreed schedule for the programme of activity
- Work with our appointed teachers and mentors to support a cohort of businesses
- Where necessary direct and manage team members with direct responsibility to the programme (eg Project Coordinator and Digital Assistant) to ensure timelines are met, events delivered and content created
- Drive how the programme engages with educators, mentors, mentees, and investors
- Other duties to help deliver and lead this programme as reasonably needed.

Games Finance Market

Work to ensure the Games Finance Market sustains and increases its profile and attracts global investors:

- Co-ordinate all aspects of the Games Finance Market: planning, administration and delivery
- Devise and implement the overall timeline for the event from announcement through to event delivery, completion and reporting
- Provide central point of contact for external enquiries and liaise with all attendees
- Work closely with technical providers to ensure successful delivery of digital platform
- Produce the meeting schedule for producers and financiers attending the market
- Work with the Film London events partnerships manager(s) to cover both venue and client needs
- Co-ordinate and deliver all post-event administration
- Process invoices and assist with departmental organisation as required
- Any other development tasks on this event as and when required.

London Games Festival

Work with the Head of Games London / Festival Director to deliver a full festival schedule, keep growing the festival and increase its reputation locally and globally:

- Support every element of Festival planning and delivery including event attendance and event management where needed
- Help maintain the Games London website and festival event schedule
- Play an active part in the delivery and maintenance of any online platforms

LGF Volunteers Programme

- Devise and implement the volunteers programme for the London Games Festival
- Work with other Film London departments, stakeholders and partners to establish best practice and recruitment of participants
- Run any briefing meetings and organize materials

GENERAL DUTIES

Measuring & Tracking

- Oversee the Games London database of games studios and businesses
- Build and maintain contacts at those companies that are useful for or involved with the Games London work
- Update, contribute to and maintain the tracking reports on Games London measuring event activity and business wins

Wider Day-to-Day Duties

- Research and Development: Be continually developing the assigned responsibilities/events and looking for new opportunities to grow and expand them
- Continual maintenance of investor and studio contact book to underpin assigned responsibilities on the Games Finance Market, Accelerator plus the wider Games London programme and the London Games Festival
- Support the delivery of Games London's inbound and outbound missions working with colleagues and supporting Head of Games London on establishing timeline, choosing venues, identifying targets, inviting participants and post-event reporting
- Be a point of primary contact for the Games London programme
- Represent Games London professionally at events in the UK and beyond where appropriate
- Keep accurate records of meetings, leads and contacts
- Support and collaborate with Head of Games London, Head of Sponsorship and Fundraising, Comms team(s) and other stakeholders and departments in the continual delivery and improvement of the Games London programme to ensure its success

- Any ad hoc tasks as and when needed for the delivery of the festival including event staffing, leasing with speakers, collating partner data, etc.

EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Essential:

- Understanding and knowledge of games industry
- Excellent administration skills and proven track record of administrating complex projects
- Willingness to be adaptable and pro-active when necessary
- Ability to communicate, negotiate and network effectively
- The ability to be persuasive and personable with stakeholders at different levels
- Ability to work well with others as part of a team
- Excellent written and oral communication skills, along with a keen eye for detail
- Ability to work under pressure and deliver against pre-agreed financial targets

Desirable:

- Experience delivering training and mentor programmes for start ups
- Experience managing a direct report or small team
- Good understanding of working with a range of stakeholders
- Good understanding of EDI in the creative industries and business sector
- Experience within a junior Business Development role for games or entertainment events organisation

KEY TERMS AND CONDITIONS

Place of work

Games London is based at Film London's offices at The Arts Building, Morris Place, London N4 3JG. We are currently working in a hybrid way – partly office based and partly from home. Travel around London may be required. Costs for travel required by work will be reimbursed.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless

at the express authorisation of the Board and no payment will be made for unused leave.

Notice

The termination of the post will be subject to one calendar month notice on either side.

APPLYING FOR THE POST

For further details and an application form, please go to www.filmlondon.org.uk/vacancies. Please email completed forms to jobs@filmlondon.org.uk.

In line with our diversity and inclusion policy, Film London only accepts applications submitted via email on our standard application form. If you are unable to submit your application in this way, please contact aysha.hussain@filmlondon.org.uk for further assistance. We can provide our application form in a number of different ways for candidates who may have a disability which prevents them from completing the standard form.

Closing date for applications: 9am, Monday 12th June 2023.

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from under-represented groups, including Black, Asian and minority ethnic groups, and those with disabilities.