



**LOCATIONS COORDINATOR (5 MONTHS FIXED TERM CONTRACT)**  
**Proposed Salary R 13 500, 00 PM**  
**(Ref. LC/KZNFC/001)**  
**Reports to: Locations and Facilities Specialist**

KwaZulu-Natal Film Commission (KZNFC) is an entity established in terms of the 2010 KwaZulu-Natal Film Commission Act, No 3 of 2010. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province.

**Job purpose:** To provide production support services to the location and facilities Unit. To facilitate all film and cluster related queries.

**Minimum Requirements:**

- NQF Level 6 Diploma or Degree in media/film/arts studies or any other equivalent
- A Minimum of 1 to 2 years' experience as a locations co-ordinator / Production co-ordinator.
- Experience in location and facilities will be an added advantage.

**Summary Duties:**

- Facilitate/ Service film production cluster equipment (edit suites and cameras).
- Assist cluster tenants with technical enquires including cinema and training room operation.
- Operation of the sound studio.
- packaging of provincial offerings,
- providing one stop shop for all production enquiries,
- facilitate stake holder relationships,
- updating crew and service provider database,
- labelling location images,
- booking and arranging meetings,
- Creating and amending cluster tenants' contracts,
- To perform any other duties required in the Locations and Facilities Unit.

All applicants must forward their applications and a detailed **Curriculum Vitae showing the relevant experience and contactable references, with certified copies of ID and qualifications** clearly stating the relevant reference number for the position for which you are applying for on the subject line. Applicants can hand deliver applications to the 10<sup>th</sup> Floor, 115 Musgrave Towers, Musgrave Road, Durban or e-mail to [HR@kwazulunatalfilm.co.za](mailto:HR@kwazulunatalfilm.co.za).

**Enquiries:** Relebohile Putsoane: tel. (031) 325 0200      **closing date: 19 August 2019 at 12:00**

**Note:** The successful candidate will be required to do qualifications verification, which will form part of the selection process. The KZNFC is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

**NB:** The KZNFC reserve the right not to appoint if no suitable candidates are identified.

If you do not receive any response within 14 Days of the closing date, kindly consider your application to be unsuccessful.