

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	STUDIOCANAL Limited
Address inc post code	50 Marshall Street London W1F 9BQ
Telephone	+44 (0)207 534 2700
Fax	
E-mail	info@studiocanal.co.uk
Website	http://www.studiocanal.co.uk/
Number of employees	60-70
Short description of the company	European Independent Film Distributor
CONTACT DETAILS	
Contact person for this placement	Emmanuelle Bechy
Department and designation / job title	Human Resources/ HR Manager
Direct telephone number	+44 (0)207 534 2700
E-mail address	Emmanuelle.bechy@studiocanal.co.uk
Application Procedure	
Who to apply to (including contact details)	Send CV and Cover letter to Emmanuelle Bechy. Email address to use: cvs@studiocanal.co.uk
Deadline for applications	Mid February 2014
Application process	CV+Cover letter received by HR – HR shortlists 5 candidates for 1 st interview and 3 for 2 nd Interview
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Acquisitions and Production department
Description of activities	<p>Role Overview:</p> <p>Support the Production and Acquisition Assistant in her daily administrative tasks and some office tasks.</p> <p>Main Duties:</p> <ul style="list-style-type: none"> • Support the Production and Acquisitions assistant in her daily administrative tasks • Help in the preparation of Film Market and Festivals (schedules and booklet) • Keeping up to date Production and Acquisitions documents (contact list, Crew list, etc...) • Update the script submission database for production and Acquisitions on a daily basis • Preparing the weekly Agenda for the International submissions call • Schedule and book meeting rooms when necessary • Print out Scripts and distribute to the team when necessary • Adhoc research for Production, Acquisitions, Development department • Filing (DVD library, Production files, etc...) • Complete any runs/collections
Location	London (UK)
Start Date	To Be Confirmed – beginning of February
Duration	6 months
Working hours per week	37.5 hours (9am to 5:30pm with an hour lunch)
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	Weekly travel expenses paid (from Zone 1 to 6)
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Fluent in English – French a plus
Computer skills and level of skills required	Pack Office : good at Excel and Word Internet
Drivers license	n/a
Other	Passion for film

INFORMATION PROVIDED BY

Name	Emmanuelle Bechy
Department / Function	HR Manager
E-mail address	Emmanuelle.bechy@studiocanal.co.uk
Phone number(s)	+44 (0)207 534 2700
Date	13/01/2014

Please return this form by email to erasmus@britishcouncil.org