

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	SILVER FRAME
Address	Rabsztyńska 2 m 18
Postal Code	01-140
City	WARSAW
Country	POLAND
Telephone	(+48) 696 44 93 17
Fax	--
E-mail	silverframe.contact@gmail.com
Website	Silver-frame.com
Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	small
Year of foundation	1 year
Short Description of the Company	Silver Frame associate people that try to creates something more than a movie. We search and develop the ideas that talks about common people dreams and life stories in very universal way. The most important thing in our movies is to give the audience real emotions. We specializes in film production, screenwriting and film marketing.
Other	<p>What do we do?</p> <ul style="list-style-type: none"> <li>- short movies -</li> <li>- full feature films -</li> <li>- documentaries -</li> <li>- music videos -</li> <li>- commercials -</li> <li>- promo's -</li> </ul>

CONTACT PERSON DETAILES	
Name	Stanislaw Zaborowski

Department / Function	co-owner
Direct telephone number	(+48)696-449-317
Direct mobile	
Direct e-mail address	staszaborowski@gmail.com

PLACEMENT INFORMATION	
Department / Function	Office manager, production assistants, production secretaries
Description of activities	<p>A major part of your work would take place in the planning stages of a production, where you would:</p> <ul style="list-style-type: none"> <li>✦ meet the producer and other senior production staff to examine scripts or programme ideas</li> <li>✦ draw up a production schedule and budget based on the necessary logistics, timings and estimated costs</li> <li>✦ negotiate costs to make sure they come within budget</li> <li>✦ hire the crew and contractors</li> <li>✦ have final approval over bookings of resources, locations, equipment and supplies</li> <li>✦ arrange any necessary permissions and risk assessments</li> <li>✦ being a production office team</li> </ul>
Duration	6-12 months
Working hours / Weekly working hours	½ day, 5 days a week ( possible flexible schedules )
City	WARSAW
Help with finding accommodation	Yes
Financial contribution	500 zł (120 Euro) / months
Other	<p><b>Skills, interests and qualities</b></p> <ul style="list-style-type: none"> <li>✦ excellent financial and business skills</li> <li>✦ good computer skills</li> <li>✦ excellent planning, negotiation and problem-solving skills</li> <li>✦ good written and spoken communication skills</li> <li>✦ confidence, assertiveness and decisiveness</li> <li>✦ the ability to work well under pressure and to tight deadlines</li> <li>✦ the ability to manage people and delegate tasks</li> <li>✦ willingness to work long or flexible hours when needed</li> <li>✦ a knowledge of first aid and health and safety</li> </ul> <p>✦ Project management</p> <p>✦ Customer Service Skills</p>

REQUIREMENTS	
Oral and written language skills	C1 – Advanced or C2 - Proficient English
Field of study	Producing, Cinematography, broadcast producing, creative business, project development, production management, others
Computer skills	Windows, Mac, Exel,
Other	If you have question write to us