

# Access Coordinator Job Description

## JOB PURPOSE

Access Coordinators (AC) are specialists working within the Film, TV, and Creative industries. They support productions to identify and remove potential and actual barriers to access for all staff, cast and crew, to increase the representation of Deaf, Disabled and/or Neurodivergent (DDN) people in TV. ACs enable an “access first” approach, applying the values of the [Social Model of Disability](#) and the [5As](#). ACs work in different ways according to the requirements of the production and/or the DDN people involved. They may be part time or full time, work remotely or based within the production office, studio, location, or edit.

ACs work across all stages of a production, from development, recruitment, casting, filming, edit, to broadcast/release and associated marketing and events. They may fulfil the AC role whilst working on the production in another capacity. The role requires an understanding and awareness of DDN barriers and best practice to overcome them. ACs are committed to make the industry more accessible and inclusive.

## RESPONSIBILITIES      The Access Coordinator (AC):

- acts as first point of contact for all Deaf, Disabled and/or Neurodivergent (DDN) cast and crew for access requirements and enquiries, working with other stakeholders to support the requirements of all DDN creatives involved across their production. They are proactive; reaching out to all cast and crew working on their production as they are contracted, to confirm if they have any access requirements in order to give their best work.
- helps in the building of individuals' access passports, reviews existing access passports for all cast and crew as required. Communicates directly with individuals for additional information, which will only be shared with relevant key players on the production.
- works with the production team to produce the production's access protocols and strategies. This includes basic assessment of locations (offices, accommodation, changing rooms, toilets, studios/sets/stage builds, shooting locations and edits, etc.), going beyond building regulations to ensure accessibility. Signposts additional support measures such as advising on the hiring of trained access assessors as appropriate.
- facilitates the agreement of an access plan for each individual DDN cast or crew member, between that person and relevant members of the production team, including their line manager or agent. Supports members of the production to implement the access plan.
- works with all cast and crew when applying for employment support such as Access to Work.
- advises production on equipment, dietary requirements, support workers such as BSL interpreters.
- works with the Production Management team to identify areas that may have an impact on access requirements in order to ensure contingency measures are put in place
- advises the production team with access risk assessments for DDN cast and crew as required.
- where required, may be asked to read drama scripts or unscripted shooting scripts and work with senior editorial/production team members to plan and anticipate the access requirements of all DDN cast and crew.
- assists the Production Management team with the feedback process where necessary by encouraging DDN cast and crew to identify positives and areas of improvement.
- where required, may help production with recruitment by sourcing and suggesting DDN people as necessary.

**THE AC'S SKILLS**            The Access Coordinator (AC):

- has lived experience as a Deaf, Disabled and/or Neurodivergent (DDN) person and a demonstrable commitment to the Social Model of Disability and inclusive culture to encourage Disabled cast & crew to engage.
- has production experience and a passion for the creative industries.
- can practically apply the four pillars of access: Physical, Sensory, Communication and Cognitive, and the 5As: Anticipate, Ask, Assess, Adjust and Advocate.
- has had Disability Access / Access Coordinator training or has hands-on experience of being an AC.
- has knowledge of providers of Disability equality training, accessible facilities, auxiliary aids, and services.
- has knowledge, and understanding of applying Equality Act, PEEP and AtW provision and supporting multiple stakeholders to create an accessible environment for DDN individuals
- keeps across current legislation relating to DDA requirements, best practice solutions and interventions, awareness of industry changes and any potential advancements in technology.
- has basic legal knowledge to manage and implement access requirements, insurance, data protection legislation, health and safety and GDPR.
- has strong planning, admin and record-keeping skills. Is computer literate and handles personal information with care, integrity and sensitivity.
- is confident and decisive; able to manage relationships, delegate and demonstrate leadership as well as work in a team. Has clear communication and negotiation skills and refers up as required.
- represents their production, producer, and client in a professional and positive manner with both internal and external stakeholders.

**OUT OF THE AC'S SCOPE**            The Access Coordinator (AC) does not:

- advise on editorial matters; this is the role of disabled editorial team members and/or a specialist Disability Editorial Advisor.
- make budgetary decisions; this is the role of the Production Manager / Production Executive.
- act as a support worker; this is a role dedicated to one particular DDN talent and requires expert training.
- deliver training such as Disability inclusion training; this is the role of specialist trainers.
- provide legal and/or medical advice, psychological counsel and/or evaluations; this should only be given by qualified professionals.
- ask unnecessarily for details about a person's conditions or impairments and under no circumstances during the hiring or casting process, where the entire focus will be on talent, skills, knowledge, and experience.
- need to hold a driving license.