



Job Share Programme

IN PARTNERSHIP



WHO ARE REELTIME MEDIA?

ReelTime Media is a training and consultancy company for the television and film industry, offering practical solutions to make change in your organisation.

- We believe in **Good Work**: flexibility, fair pay and fair hours. We work with the TV and film industry to make productions work better for everyone.
- Our work is **grounded in research** and informed by decades of **industry experience**.



WHAT DO WE DO?!

- We train managers in good practice.
- We devise clear plans and pathways to sustain good practice and retain the best people to make your content.
- We work with freelancers to help them find ways of working so they can achieve a better and happier working life.

CURRENT STATE OF TV AND FILM

We have the privilege of telling stories for a living to inspire millions. We need to make them more representative of the people and more accurate to the world around us.

- **Fast turnaround commissions mean TV talent teams rely on people they know for efficiency and comfort leading to a lack of diversity.**
- **Long hours, remote locations and financial insecurity are unsustainable and contribute to burn out in our crews.**
- **OFCOM has highlighted the lack of flexible work as a reason that so many talented people feel forced to leave the TV industry.**
- **Freelancers are the life blood of the television industry, yet they are being excluded when it comes to flexible working initiatives.**
- **There is a real fear that when production restarts, already vulnerable freelancers are yet again going to be faced with “production on overdrive”.**

**The people, the product, and our ability to tell meaningful stories all suffer.
The industry as a whole suffers.**

WHAT IS JOB-SHARING?

Job-sharing allows two employees to share the responsibilities and duties of one full time job.

How does it Work?

- It is possible to share nearly any job. We have worked with job-sharers in nearly every role from Directors to Heads of Production!
- Pay, benefits and holiday for job sharing should be divided equally.
- Ideally divide the total number of hours that need to be worked equally with both partners doing the same work.

Benefits for Companies

- Attract, retain and progress the best possible talent
- Better quality and increased work outputs due to the wider range of skills, experience and creativity of two people.
- Address diversity and inclusion - Tackle the gender pay gap
- Improve motivation and maximize performance – avoiding burn out
- Quickly adapt to accommodate sudden caring responsibilities and illness. Also Holiday cover!
- Add to the diversity and relatability of the stories you tell

Benefits for Freelancers

- Better Work/Life balance – real time off!
- Learning opportunities where partners have different strengths and experience
- Double the creativity and problem solving capacity
- Improve motivation and maximize performance – avoiding burn out
- Double the work contacts.
- Progress in their career

WHO IS JOB-SHARING FOR?

Job-sharing is for everyone! It can support people at all stages of their career and for many different reasons.

People want to job-share for many different reasons - caring commitments, managing their physical or mental health, wanting to keep a side project running alongside their main career.

Parents (especially Mothers)

“The structures at play within the TV industry are inherently biased against women” Neil Percival

<https://researchportal.northumbria.ac.uk/en/publications/gendered-reasons-for-leaving-a-career-in-the-uk-tv-industry>

Long working hours disadvantage anyone with parenting commitments

Mothers feel forced to return to work sooner and then face inflexible and expensive childcare.

Women’s careers stagnate as they reach mid-career and struggle to combine career and kids.

Disabled and neurodivergent people

“We need to create a more protected culture when we find these crucial talents within deaf and disabled groups.” Caroline O’Neill - Deaf and Disabled People in TV

Anyone could become disabled at any time of their career.

The biggest issues impacting wellbeing are stress and fatigue. Job-sharing gives you genuine time off and someone with whom to share the mental and physical load.

Flexible working provides the freedom to attend medical appointments and pick up prescriptions without taking holidays.

Neurodivergent people may have exceptional abilities in certain areas, but may struggle with elements of their role. Find a job-share partner that fills your skills gaps!

People who are looking after their mental health

“Flexible working positively affects mental wellbeing.” Chartered Institute of Personnel and Development - Flexible Working Survey 2019 <https://www.cipd.org/uk/knowledge/reports/trends-flexible-working/>

A mental health problem can be challenging enough, but pair this with the feast or famine lifestyle of TV, and the consequences can be huge.

Contributing factors are instability of TV life, long working hours, lack of healthy work-life balance, workplace bullying.

The best types of flexible working for improving mental health are job-share or term-time working.

SOME SOLUTIONS

Practical ways to make things better for all

LONGER LEAD UP TIMES – allow time for diverse hiring, management training and to put adjustments in place

BETTER SCHEDULING – push for more realistic timeframes

MANAGEMENT TRAINING – teach best practice on how to support workers and to manage people who work flexibly

INCLUSIVE WORKPLACE CULTURE – supportive from the top down – challenging bias

INVESTMENT IN HR POLICIES – Illness and Disability, Neurodiversity, Period, Maternity, Menopause, Bereavement, Flex

AND FINALLY:

A COMMITMENT TO OFFERING JOB-SHARING AND OTHER APPROPRIATE FORMS OF FLEXIBLE WORKING FOR ALL

JOB-SHARE MYTH BUSTING

Job-sharing is a relatively new phenomenon in the TV and Film industry. Let's address some common concerns!

Employing job sharers will cost the production more money..



Job sharers share one job, this means they share the rate.

So much more work is involved hiring two freelancers instead of one..



The only 'extra' work is the raising of two contracts and adding two freelancers to payroll rather than one.

Job sharers will slow the work down



Job sharers are fast, efficient and fresh when it comes to attacking their part of the week.

Job sharing won't work on new formats – only long running established series



Job sharing works BETTER for new formats. Double the creativity and problem solving!

We'll have to do everything twice



NEVER! The handovers are seamless, nothing needs repeating!

Teams won't want to report to two people



If HOPS and HODs embrace the job share, everyone else will too!

What if we like one person who applies but not the other?



Possible to change the combination. Trust the pairing – you may be surprised!

HOW TO FIND YOUR JOB-SHARING PARTNER

Finding 'The One' for a successful job share

A job-share is like a marriage

Bring different strengths

Have a similar level of experience

Discuss your commitments

Work as a team



How to find a Job-Share partner

- Stage 1: SWOT analysis of your skills
- Stage 2: Pitching yourself
- Stage 3: Departmental knowledge exchange

- This is a reflexive process: there are no correct answers, and each answer will inform the other (and maybe not immediately...).



Today: practical implementation and networking

Why do you want to job-share?

What do you *want* from a job-share partner?

What do you *need* (honestly!) from a job-share-partner?

What can you offer?

What are your boundaries (practical, experiential)?

What are your skills?

SWOT analysis: think about both your own practice and the specificities of your role

Strengths **W**eaknesses **O**pportunities **T**hreats

S: What are they, both personally and of your role (e.g. does it lend itself easily to a sharing pattern?)

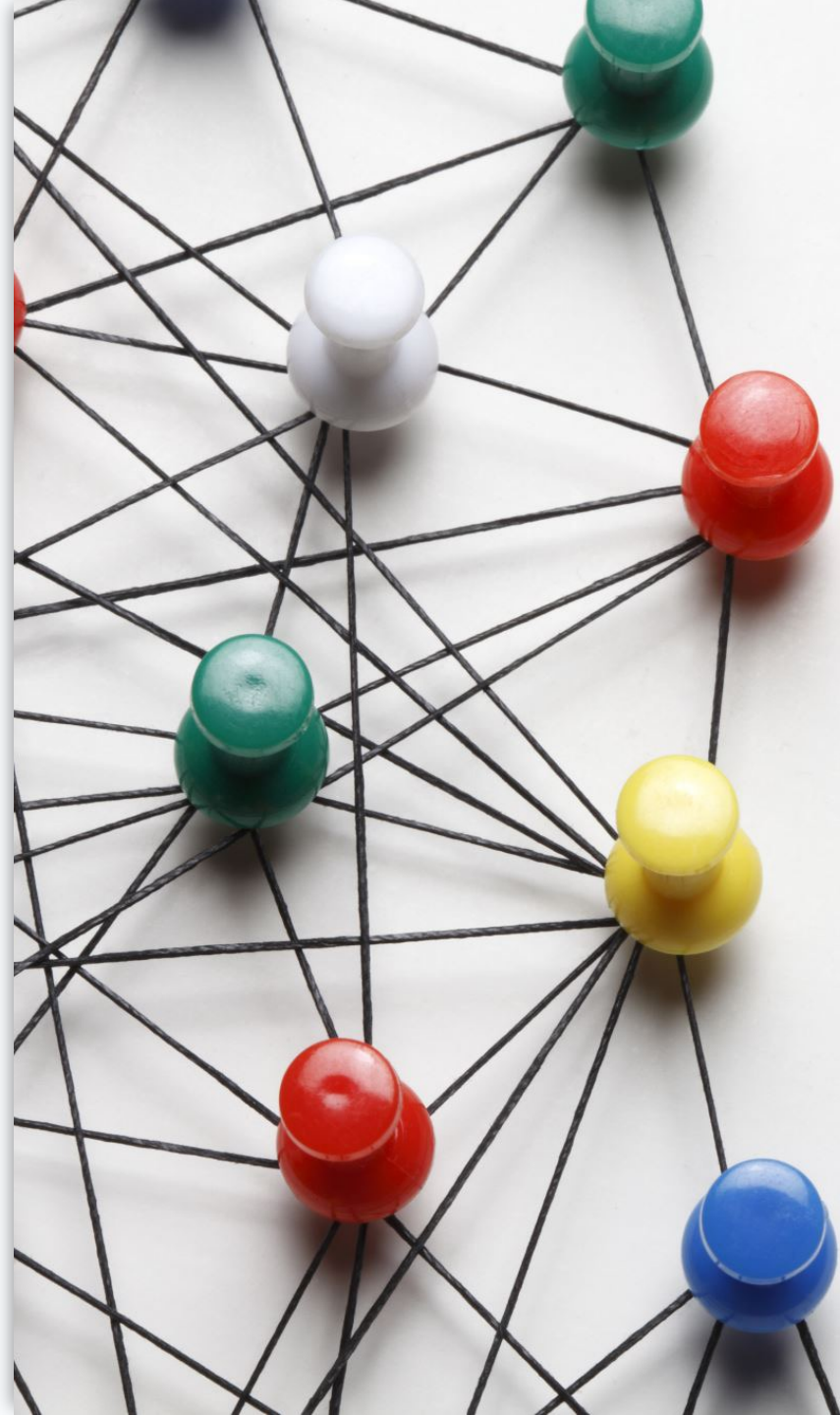
W: What do you foresee as potential issues with a job-share?

O: what opportunities will arise from a job-share?

T: what might threaten the job-share arrangement?

Turn your analysis into your pitch using these prompts:

- Five minutes to write your pitch
- **What** do you do, **why** do you want to job-share and **how** are you going to structure it?
- In circles, pitch to each other, then swap...



Departmental networking and feedback

- In your groups, assess what you have still to understand: what questions do you still have?
- Feedback to each other
- Feedback to the room
- Then: lunch!

(Use the prompts to think about the above – and we will be looking at this again this afternoon.)

HOW TO STRUCTURE A JOB-SHARE

Suiting your arrangement to your needs and the needs of the production

Present as one voice - the service should be seamless - both must be same level of experience

One Job, One Rate - Pay, benefits and holiday should be divided equally.

Structure your job share according to the contract

Communication is key - between the pair but also with their HOD and rest of department

Work alternate days... or shifts

Share the week

Split the contract

Share by filming block or location

Approaching a job-share

1. What sort of job-share models might work for you? Split week / shifts / blocks / locations?
2. What are the creative components and how can they be shared?
3. How should other freelancers be told about the job-share? How should they approach you?
4. What problems does your job-share solve?

Making a job-share plan (i.e. how YOU will manage your job-share)

What is Good Practice?

> Real-world case studies of successful job-share partnerships in the screen industry.

How do you understand the specific needs and commitments of each participant's role?

> In groups, draft personalised job-share plans, addressing potential challenges and opportunities.

Pitching Your Job-Share to Employers

> What strategies are there for creating a compelling business case for job-sharing?

> How do you emphasise the benefits for both the job-sharers and the production?

Building Confidence in Your Job-Share

> List what you think you are lacking! How do you shift the perspective on these 'deficits'?

> What are your strategies for maintaining a positive relationship and addressing potential issues proactively?

> Staying in touch: how do you like to communicate?



Questions for yourself and your potential job share partner

Introduction and Background:

What is your current role and department in the screen industry?

Can you provide a brief overview of your professional background and experience?

Job Sharing Experience:

Have you ever participated in a job-sharing arrangement before?

What motivated you to consider job sharing as a working arrangement?

Skills and Strengths:

What are your key skills and strengths in your current role?

How do you envision your skills complementing those of a potential job-sharing partner?

Work Preferences:

What are your preferred working hours and days?

Are you open to flexible scheduling and adapting to your job-sharing partner's availability?

Communication Style:

How do you prefer to communicate with your colleagues and collaborators?

What tools or methods do you find most effective for remote or flexible communication?

Collaboration and Team Dynamics:

How do you approach collaboration with colleagues?

What qualities do you think are essential for a successful job-sharing partnership?

Challenges and Conflict Resolution:

In your experience, what challenges have you encountered in job sharing, and how did you overcome them?

How do you handle conflicts or disagreements in a professional setting?

Contd...

Career Goals and Aspirations:

What are your long-term career goals, and how do you see job sharing fitting into those plans?

Do you have specific aspirations within the screen industry that you'd like to share?

Flexibility and Adaptability:

How flexible are you in adapting to changes in project timelines or workload?

Can you provide an example of a time when you had to adjust to unexpected changes in your work?

Shared Values and Work Culture:

What values are important to you in a work environment?

How would you describe your ideal work culture, and how do you contribute to fostering it?

Logistics and Practicalities:

Do you have any specific preferences or requirements regarding workspace, equipment, or tools?

How do you envision dividing responsibilities and tasks in a job-sharing arrangement?

Expectations and Boundaries:

What are your expectations from a job-sharing partner?

How do you establish and communicate boundaries in a professional setting?

Long-Term Commitment:

Are you seeking a short-term or long-term job-sharing arrangement?

How do you approach continuity and stability in your professional commitments?

Mutual Goals:

What common goals or projects do you see yourself and a potential job-sharing partner collaborating on?

How can a job-sharing partnership contribute to the success of both individuals involved?

JOB-SHARE AGREEMENT EXAMPLE

Agreement Subject	Details	Job Sharers Input
Working arrangement	A focus here on who will be expected to work which days	e.g. One partner working Monday to Wednesday and other partner working Thursday to Friday - the Wednesday to be swapped every week. Or both partners working the Wednesday as a handover day.
Communication	How the job share partners communicate with their team and others	e.g. The partners should ensure that all emails go to and are sent from both partners. Ideally the job share partners should have a single shared email account or be CC'd into all emails. Email signatures should say that the role is a job share with both names and contact details of the partners shown. The signature should also show the working days of each partner.
Regular handovers	Method and approach for conducting handovers of information between job share partners. (i.e. handovers on Wednesday and Friday nights or a cross over day when face to face meeting is conducted, method of recording information for handover)	e.g. Wednesday as handover day when both partners are paid to work that day. Or handover to be on the phone on Wednesday / Friday night. Handover notes should be made using a google docs type document with extra explanation via voice notes. The information discussed and agreed in the handover should be noted to ensure clear understanding has been reached to avoid any future confusion.
Direct reports	How line management of direct reports will be conducted	e.g. structure where both managers are require to input into the reports of their direct report, however one acts as lead on the HR information system
Annual leave or sick day cover	What happens when a Job Share Partner is not available to work agreed hours	Will the job share partner be contracted to cover sick days or holidays? Or will the job share partner who is still in work not be expected to increase days to cover absences, but provide sufficient cover within their allocated working hours
Performance management	how performance will be monitored and assessed. How underperformance will be addressed.	Schedule regular feedback sessions e.g. In line with existing performance management policy, the agreement should refer to the policy

JOB-SHARE SUCCESS!

How to work as employers and employees for a successful job-share

Hiring and Contracting

Advertising Jobs All jobs should be openly advertised as open to job-sharers (Zurich Study 2019)

Interview Together

Implement a job-share agreement document.

Rate and Benefits must be equal.

Empower the job-share pair and TRUST they will make it work

Make the most of it!

Divide the role in the most effective way possible.

Make the most of potential flexibility.

Set up to succeed!

Minimise common problems

Agree a time for regular feedback

Challenge Unconscious Bias towards Job sharers.

Lead from the front

For successful job sharing there must be a genuine commitment from both managers and job sharing partners to make the arrangements work. Agreeing clear job-share arrangements from the outset is essential; so is communication and trust between the job-sharing partners and their line manager. TRUST is key.

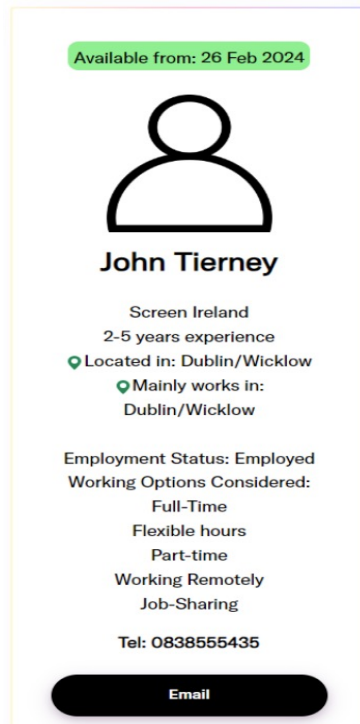
NEXT STEPS...

Ready to Job-share?


Create a profile on Screen Irelands Screen Crew and Services Database

The database allows freelancers to promote themselves as job sharers, and find job-sharing partners.

Under your profile you can tick all working options you are open to and can change this whenever your circumstances change.



Available from: 26 Feb 2024



John Tierney

Screen Ireland
2-5 years experience

📍 Located in: Dublin/Wicklow

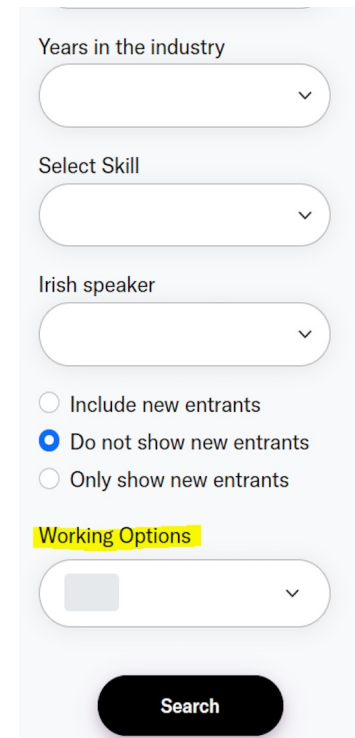
📍 Mainly works in:
Dublin/Wicklow

Employment Status: Employed
Working Options Considered:
Full-Time
Flexible hours
Part-time
Working Remotely
Job-Sharing

Tel: 0838555435

Email

Those crewing or looking for job sharing partners can then search under this specific function.



Years in the industry

Select Skill

Irish speaker

Include new entrants
 Do not show new entrants
 Only show new entrants

Working Options

Search

Register your profile at <https://mscs.openbrolly.com/start>

NEXT STEPS...

Ready to Job-share?

Learn More at
reeltime.co.uk

Our training and consultancy company runs several Job-share programmes



BECTU

VISION

Check out
sharemytellyjob.com

Our site allows you to access free resources to help you find job-sharing success!



Do Your Research

Research companies that support flexible working.
Maintain connections with like-minded people at your level who could potentially become future job-share partners.

Minding Creative Minds

An organisation established to offer a free 24/7 wellbeing & support programme for the Irish Creative Sector.



Raising Films Ireland

An advocacy group encouraging industry-wide adoption of flexible working and access to child and/or elder care.

Raising Films
IRELAND