How to Structure a Job - Share

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

- Present as one voice
- One Job, One Rate
- Structure your job share according to the contract
- Communication is key
- Work alternate days... or shifts
- Share the week
- Split the contract
- Share by filming block or location
What are you looking for in your job share?

- How will your role work as a job-share?
- What is your persona / style at work?
- What skills gaps could your partner help to fill?
- What problems might job-sharing solve for you?
- What problems might job-sharing solve for you?
- What does the future look like?
# JOB-SHARE SUCCESS!

How to work with employers 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** - get a sense of their dynamic and see their strengths as a pair.

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 having two people’s skills, attributes, preferences and experience in your team. This is likely to achieve a higher standard of performance overall, and result in more motivated employees.

**Make the most of potential flexibility.** Absence, holiday and sickness cover - work being covered by someone who is already in effect doing it.

## Set up to succeed!

**Minimise common problems** Handover and communication will present challenges, so ensure the pair put strategies in place to ensure continuity (we can advise on this)

**Agree a time for regular feedback** to allow the job-sharing arrangement to be tweaked to suit the unique needs of the production.

**Challenge Unconscious Bias towards Job sharers.** Visibly support the job-share and calls out people who have the attitude that flexible workers are less committed - No meetings on Friday at 5pm or unnecessary of hours emails (implement the use scheduled send).

**Lead from the front** “Leave loudly”. Talk about parenting commitments and life outside of work

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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.