

Role Profile

Job Title: Trainee Camera Assistant
Department: Physical Production Technology
Contract: Project-based
Pillar: Production

Function of the department & main purpose of the role:

To provide technical support for all processes relating to camera, shot footage and reference on the studio floor whilst fulfilling the requirements of the DoP/ Lighting Camera and VFX Supervisor for the duration of the production, ensuring accuracy and clear communication throughout.

Duties & Responsibilities:

- To assist with the DoP / Camera Team's requirements in relation to camera / MoCo kit set up on the studio floor as requested.
 - To become familiar with working processes whilst training under the supervision of the Camera Supervisor and wider camera team.
 - To ensure all allocated duties are carried out effectively and on time.
 - To ensure that established processes and workflows are followed on all units under your supervision.
 - To act as a liaison between the Studio Floor, VFX, Edit and Production relating to all technical aspects of the units under your supervision, ensuring the clear flow of information and meticulous note taking to guarantee clarity throughout.
 - To monitor kit levels and maintenance requirements throughout the shoot and discuss with the camera Supervisor before shortages/ maintenance becomes an issue.
 - To assist with logistics and storage of camera / MoCo kit during production.
 - To assist the team in meeting production goals and relaying information to Production as required.
 - To observe the provisions of the Health and Safety at Work Act.
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Responsible to: Director of Photography, Camera Supervisor, Physical Production Technology Manager, Production Management

Specific Functional Contacts: Studio Floor Teams (Production, Animators, Rigging, Art, Puppets), Physical Production Technology (PPTM, Lighting Camera, Electricians, MoCo, VP, Engineers), Digital Production Technology, VFX, Edit, I.T, Facilities and Marketing

Person Specification:

- A proven understanding of film production and/or photography is essential.
- Ability to work in a calm manner and within deadlines.
- Excellent organisational and communication skills.
- Basic IT knowledge including Windows OS and working across networks.
- Ability to take direction and implement feedback with a productive attitude.

- Enjoy solving technical issues and creative challenges, with a strong attention to detail.
- Open to and encouraging feedback.
- Self-motivated and pro-active, consistently striving to expand knowledge base.