

Job Description

Job Title : **Production Assistant**
Department : **Production, Features**
Contract : **Fixed Term**

Function / main purpose of the role:

To provide production and administrative support to the Production team.

Duties & Responsibilities may include:

- Support the Producer, Production Manager and Production Coordinators with all production tasks - including invoices, POs, crew schedules, and holiday tracking. Be on hand to assist with the smooth running of the Studio Floor.
 - Raise crew booking forms, as advised by the Production Manager and Producer, to provide HR and Finance with required personnel details.
 - Maintain and update crew schedules and holiday calendars; handle related enquiries.
 - Collate and submit weekly timesheets to Finance; manage any queries.
 - Organise and minute production and other meetings; manage meeting room bookings, setup, and maintenance.
 - Arrange travel, accommodation, and courier services as needed.
 - Watermark images and scripts for Producers and Production Managers.
 - To observe the provisions of the Health and Safety at Work Act.
 - To understand and implement GDPR
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Responsible to: Line Producer, Production Manager

Person Specification (essential and desirable background, skills and experience):

- Previous Production Assistant experience preferred.
- Highly organised / efficient approach with excellent attention to detail.
- Confident/proactive but friendly, with the ability to handle difficult situations in calm and diplomatic manner.
- Excellent people/communication skills – both written and oral
- Excellent IT skills – Word and Excel.
- Excellent Numeracy Skills.
- Must be able to work independently as an active and supportive member of a team – acting on their own initiative when appropriate. Prioritising and working to deadlines under pressure.

23rd October 2025