

Job Description

Job Title : **Production Runner**
Department : **Chicken Run 2**

Job Purpose:

The Production Team is responsible for the efficient management of the production. As well as providing support and clear scheduling of work to all other departments. Working as part of a busy team, the Runner will be responsible for providing an efficient and professional running service to all departments across the Production.

Duties & Responsibilities (This is a summary of the main tasks & responsibilities and is not intended to be exhaustive):

- To perform a wide variety of tasks across the Production in support of the various departments – this may include cleaning and manual jobs as well as some basic creative and clerical duties.
 - Collection / purchasing and delivery of items both in Bristol area and further afield using company transport.
 - Supporting the department with general administration duties such as filing, shredding and sorting & delivering departmental post.
 - Supporting the Assistant Directors and floor assistants on the studio floor as required.
 - Covering work sessions out of standard hours to provide support to production personnel.
 - To observe the provisions of the Health and Safety at Work Act.
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Person Specification (background, skills and experience):

- Over 21 years of age - due to company vehicle insurance
- Full / clean driving licence is essential.
- Experience of driving larger vehicles maybe advantageous
- Must be enthusiastic, self-motivated and hardworking
- Able to use own initiative but have confidence to ask for support / clarification when needed.
- Professional approach / attention to detail - wanting to complete tasks to the highest standard regardless of the nature of the task
- Able to cope with the demands of what can be a physically demanding role.
- A flexible & resilient team player, able to work effectively under times of pressure.
- Good interpersonal skills.

- Excellent personal organisational and time management skills.
- IT skills – word, excel, Photoshop would be an advantage.

Responsible to:

- 1st AD/Production Manager