TV and Digital Researcher/Production Assistant Role – Job Description

The Production Assistant is responsible for supporting the Editorial teams, Managers and the Senior Management team where necessary. The Production Assistant will need to work quickly and accurately and be able to work in a fast paced environment.

The ideal candidate would have a degree or near completion degree in television and/or digital media. They will need excellent communication and written skills and an aptitude to learn new tasks. They will need to have a strong team ethic and be able to prioritise workloads with ease. A good level of technical competency is required and an ability to learn new technologies and equipment. They will also need to be confident enough to work independently.

Responsibilities

- Providing direct support to the Editorial team, including Producers and the Post Production department
- Assist the different departments in key research and provide accurate information to enable content to be communicated effectively on all digital and broadcast platforms
- Research, collate, edit and upload any editorial content as required by the Producers via Social Media using basic knowledge of video compression
- Provide basic technical support on shoots and at base
- Collates accurate programme information when required, to ensure that all deliverables are available in a timely manner, in order to fulfil the commission/deliverables
- Operate camera equipment at a basic level and attend shoots when required
- Implement and promote equality and diversity in the team and adhere to Health and Safety policies

Skills

- Excellent organisational and time management skills
- Experience of working in a pressurised environment within a team
- Basic camera operating skills
- Basic IT skills, including knowledge of a range of software packages including Premiere (essential) and After FX (desirable), Video Compression (essential)
- The ability to demonstrate a passion for Sports output and engaging audiences via the medium of Social Media
- The capacity to prioritise tasks and work under pressure
- Ability to brainstorm different ideas and contribute programme ideas
- Ability to work effectively with others and manage relationships in a diverse team
- Have a proactive attitude to work and promote a positive work ethic in the team
- Strong oral and written communication skills
- Ability to work on your own initiative
- Good attention to detail
- Flexibility and adaptability to changing workloads and new systems
- Able to use systems and adopt new technologies
- Ability to check camera equipment and identify any issues

Working Hours

Working hours are 9.30am – 6.30pm Monday – Friday, although Production Team Assistants are often expected to come in early and work late during busy periods. Occasional weekend work will be required subject to operational requirements. Base will be RHUL but you will be required to attend the WF’s offices in Kew.

Application Process

Please apply with your covering letter and CV via email to chamond.ovid@whisperfilms.co.uk. Application deadline is Thursday 11th May 2017 at 1200hrs. Interviews will be held mid May 2017 – date to be confirmed.
Shortlisted candidates will be required to submit a short written task before the interview. The brief will be sent out before the interview date.

Position to start at the end of May 2017 and the contract ends November 2017.