

Trainee production assistant – job spec

Reports to	In House Production Manager or Head of Production
Department	London Production
Location	8 Alfred Mews, London
Date	September 2024

Job purpose

To assist in the smooth running of Lion and Lime's non-scripted production shoots by providing a high standard of general support across all production teams both in the office and out on location.

Job context

This is an ideal entry level opportunity for someone with knowledge of TV production and a passion to develop and gain experience in the TV industry.

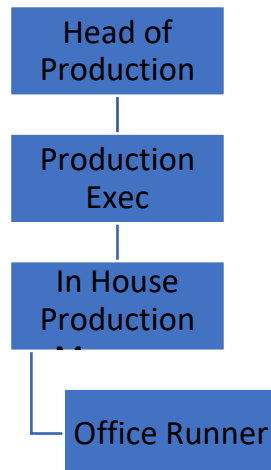
The Trainee must be an effective communicator, acting as a liaison between the locations and the production office. They will be personable and resilient with the ability to interact effectively with a variety of people.

Working for Lion and Lime's non-scripted shows can be extremely busy and fast paced so it is essential you have a great work ethic, which means a willingness to roll up your sleeves to get the job done. Alongside the ability to work both under pressure and unsupervised while prioritising your own workload, you will also have great organisational skills with high attention to detail enabling you to complete your duties to a high standard.

Roles and responsibilities

- Buying supplies / props for production as directed
- Completing runs and deliveries to the Edit house
- Running on location as and when required
- Completing administration duties to a high standard, including post production paperwork
- Handle and take responsibility for petty cash
- Photocopying and scanning

Reporting lines



Person specification

Knowledge

Essential:
Knowledge of TV production

Desirable:
Some experience of working in TV

Technical skills and qualifications

Essential:
General administration skills
Excellent IT skills

Desirable:
Media production qualification

General skills and abilities

Essential:
Passion to develop and gain experience in the TV industry.
Organisational skills
Ability to work under pressure
Prioritising and deadlines

Experience

Essential:

Some TV experience even if minimal

Desirable:

Broad understanding of up-to-date trends across social media, current affairs and general zeitgeist

Website

<https://www.liontv.com/>