

<b>Job Title:</b>	Broadcast Production Assistant - Apprenticeship
<b>Reports to:</b>	Project Manager
<b>Direct Reports</b>	N/A
<b>Location:</b>	ScreenSkills and on location
<b>Fixed Term Contract:</b>	14 months (June 2020-July 2021)
<b>Salary:</b>	£19,565
<b>Cost Code:</b>	
<b>Start Date:</b>	July 2020 tbc

## About the ScreenSkills Apprenticeship Programme

### About ScreenSkills:

ScreenSkills is the industry-led skills body for the UK's screen industries – film, television (high-end, children's, unscripted), VFX, animation and games. Our mission is to lead on building skills and talent, finding, developing and sustaining a properly inclusive workforce to support the screen industries across the whole of the country and power growth.

Our Board and Advisory Councils comprise committed senior industry leaders from across the screen sector, representing large and small organisations and businesses across the UK.

### About the Apprenticeship Programme:

This is an exciting opportunity for 10 people to undertake a Broadcast Production Assistant apprenticeship to enter the film and TV industries. The successful applicants will be employed by ScreenSkills on a fixed term contract, undertake work placements with Netflix and Warner Bros. as well as undertaking training with an external training provider (i.e. a college or private sector training provider).

The industry placements may be located in various parts of the country for which applicants must be prepared to travel or relocate temporarily and for attendance at the training provider. Although we cannot provide additional funding for travel and accommodation costs, but we will support successful candidates where possible to minimise additional costs and disruption.

## Role purpose:

A Production Assistant is a vital link in the production team. Production assistants assist the director or producer and are involved in all stages of the production process (from pre-production through to post-production and transmission) to help ensure production runs smoothly.

The role is technical, creative and administrative: Production assistants supervise setup and operation of production equipment, help plan programme format and research scripts, maintain production records, and hire equipment. Unlike many other roles in the industry, production assistants are more generalist than specialist, in that they are given responsibility for a wide variety of tasks across all aspects of the production, which may be both menial and complex.

Read more about the role [here](#)

## Key responsibilities:

Typical work activities include some or all the following tasks:

- Working closely with the producer, director and production team
- Liaising with writers, artists' agents, members of the public, and publicity staff
- Co-ordinating and communicating production resources and facility arrangements in tandem with the production managers
- Attending and timing production rehearsals
- Attending and co-ordinating planning meetings
- Checking copyright and permission issues
- Ensuring royalties are paid for additional images, music or footage used dealing with artists' payments and expenses
- Producing budgets, monitoring costs and controlling expenses
- Cueing pre-recorded material
- Overseeing the timing during a shoot or show
- Ensuring continuity, both on location and in the studio
- Dealing with production enquiries from members of the public
- Keeping accurate shot lists, especially for drama productions
- Typing up camera scripts and shot cards
- Producing timing schedules, shot lists, call sheets and logs for post-production calling shots
- Liaising with the camera and sound crew during studio recordings
- Booking artists and performers
- Organising the production and distribution of scripts
- Booking catering, transport, accommodation, equipment and flights for performers and crew
- Managing contracts with external organisations
- Conducting research
- Completing all necessary paperwork in relation to the above tasks

## Essential skills and experience and/or qualifications

Educational experience: *(Please choose one of the following)*

**GCSE (grades 9-4 or grades A\*-C) or equivalent, Level 2 Diploma, Level 2 NVQ) or equivalent**

Work related experience: *(Please choose one of the following)*

- **Not Applicable**

Essential:

- Excellent communication and 'people' skills
- Good organisational skills and attention to detail
- Being able to prioritise different tasks, sometimes for different people
- Good administrative and computer skills
- Good at taking instruction, listening to what is required and to do what is asked
- The ability to work without supervision and use your own initiative

- Creativity when dealing with problems
- Stamina, focus and determination
- Some numeracy skills, for working with budgets and accounts
- Flexibility and adaptability
- The ability to work under pressure and to strict deadlines.

At the end of the apprenticeship, you will be expected to demonstrate:

- A passion for developing and producing content for TV/film productions
- An ability to work effectively both individually and collaboratively as part of a production team
- An ability to think critically and creatively
- A strong work ethic and commitment in order to meet the standards required
- Recognition of and compliance with equality and diversity in the workplace.

### **Apprentice Responsibilities:**

**Learn and develop occupational skills** - As an employee-in-training, apprentices exhibit an enthusiasm to learn and a keen interest in the screen industries. They display an eagerness to build their knowledge and are willing to put in the effort to develop their skills.

**Attend training with an off-the-job training provider** - Apprenticeships typically involve occupation-related classes with an external college or training provider which an apprentice needs to attend on a regular basis and is in addition to the on-the-job training gained as part of the job.

**Adhere to health and safety regulations** - Health and safety regulations are important, so apprentices must adhere to the business' set standards as well as comply to legal regulations. This will help ensure the safety of both the apprentice and colleagues.

**Complete training assignments** - The majority of an apprentice's work is done during business hours, however, there is often a need to do assignments out of work hours. Apprentices need to complete all assignments to build their knowledge and skillset and to meet the requirements of the apprenticeship.

**Follow company processes** - Apprentices need to follow all rules established by their employer and their placement host employers.

### **Corporate responsibilities:**

- Demonstrate a personal commitment to embracing and promoting ScreenSkills' positive approach to the achievement of acceptance, openness, and equality of opportunity at work for people from under-represented groups (e.g. such as those with disabilities and from the lesbian, gay, bisexual and transgender and black, Asian and minority ethnic communities).
- Promote and develop individual and organisational activities which support and enhance environmental sustainability and health and safety objectives.

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. Your manager**

**will, in discussion with you, review the job description at appraisal. It is ScreenSkills' intention to work with you to update and incorporate changes to your job description as required. However, if agreement cannot be reached, ScreenSkills reserves the right to impose changes.**

*ScreenSkills is committed to diversity and equality of opportunity in all aspects of our work. We particularly welcome applications from under-represented groups such as returning parents or carers who are re-entering after a career break, women, people who are LGBTQ+, from black, Asian and minority ethnic (BAME) backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, from a less advantaged socio-economic background as well as any other under-represented group.*

