

## **Trainee production assistant – job spec**

### **Job purpose**

We at Drummer TV are looking for a new entrant with up to two years' experience of working in TV at a junior level who is keen to build and consolidate skills across the whole range of production both in the office and on location.

We are looking for an enthusiastic all-rounder who enjoys admin and research as much as they like being out on location - and most importantly they love television.

### **Key skills and attributes we are looking for:**

- great communication skills, both written and oral
- proficient in word, excel and basic computer skills
- good all round knowledge of what makes a good social media post
- enthusiasm and reliability

### **Desirable skills**

- a basic knowledge of conversational BSL
- experience of working with children or young people
- driving licence - or a desire to learn quickly if funding can be provided for lessons

### **Website**

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