

Trainee production assistant – job spec

Who we are

Magic Light Pictures is a London-based independent production and brand licensing company, which specialises in family entertainment and manages the children's brand, *The Gruffalo*.

Magic Light Pictures has produced feature films and thirteen half-hour animated specials including *The Gruffalo*, *Stick Man*, and *Zog* based on the books by Julia Donaldson and Axel Scheffler, and *Revolting Rhymes* based on the book by Roald Dahl. We have produced two series *Pip and Posy*, 52x7', in the UK and internationally and have recently finished an educational spin-off series. We are currently producing another title for BBC One for broadcast Christmas 2024 and planning a film for Christmas 2025.

The company is focused on delivering high-quality imaginative films and products which delight children and family audiences and deliver value. We aim to be involved in all the ways our output reaches audiences and we directly manage production, licensing, global distribution, and marketing.

As a result, we're busy and proactive, making projects happen, pushing things forward and ensuring that we move ahead as effectively and swiftly as we can.

Our office is an open-plan space with a couple of meeting rooms, on the 4th floor of a building in a quiet street in Fitzrovia. It is well lit with natural light from windows on three sides of the building.

Magic Light Pictures is committed to promoting equality and diversity, eliminating discrimination and promoting a culture that actively:

- values difference;
- recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work;
- promotes dignity and respect for all.

What we are looking for

We are looking for a trainee production assistant to work in our London office based in Fitzrovia.

Core duties will include:

- Assisting with Magic Light actions on our animated and, as required, other associated short-form productions;
- Assist with elements of post-production, marketing and delivery on our 2024 Animated Christmas Special;
- Research and book production transport, accommodation and other logistics as required;

- Assist with organisation of cast recording sessions and logistics including booking studios, distributing scripts and call sheets, delivering animatic, setting up filming and cutdowns of sessions, booking cast transport etc;
- Store and collate WIP animation, artwork and all other design materials created during production;
- Assist with crew contracting, NDAs and other production agreements as and when required;
- Collate creative feedback from production team and feed back to our studio partners;
- File paper and digital documents appropriately for productions;
- Code up production invoices and send on to Finance for processing;
- Other ad hoc Production or short-form production duties and support as required and assigned.

Essential requirements

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- A bright, confident individual, with a positive, can-do attitude;
- Passion for TV/Film industry;
- Able to anticipate people's varying needs;
- Able to remain flexible and positive and calm under pressure;
- Highly organised and perceptive;
- Able to communicate clearly with people at all levels in the organisation;
- Competent on Gmail, Word, Excel and Powerpoint.

Website

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