

Trainee production coordinator – job spec

Who we are

The Particle6 Group stands for a technology-forward, creative and analytical approach to video and content production - across branded content, education and TV. Whether it is a limited series, educational course, advertising & marketing strategy or a music video, we use technology to deliver outstanding original results.

Particle6 is an exciting production company founded by Physics MSci Eline Van der Velden in 2015 with an aim to educate and entertain, combining our desire to amuse and delight with a precision and accuracy guided by our scientific principles. We have become regular suppliers of content for BBC Bitesize, BBC Teach and BBC Three due to our specialism in creating strong, appealing content for young people. Our output always reflects high production values, and our series *KS2 History: British Asian History*, *Inside the Writer's Mind*, and *BBC Teach: World War Two* have become a flagship series to represent the best of BBC Education content.

We have also recently produced *Genshin Impact* (China's largest video game) music videos *Lamentation & Triomphe* and *La Vaguelette* (over 2.3M views on YouTube) and Sky Kids' *Look, See, Wow!*, a pioneering children's television program intentionally crafted utilising ASMR (Autonomous Sensory Meridian Response)..

What we are looking for

We are looking for a trainee production coordinator to join our office team this Autumn, to work on our brand new commission for CBeebies, *Monster Makes*.

We're looking for strong administrative and organisation skills, proficient in using Microsoft 365: Word, Excel, Teams, impeccable time management and oodles of enthusiasm!

Responsibilities will include:

- Financial reconciliation: using Xero and Google Suites to reconcile monthly credit card statements, and log day to day expenses.
- Travel and accommodation: booking contributor and crew travel and accommodation for ongoing productions
- Managing sourcing and ordering props on an ad hoc basis
- Paperwork: drafting call sheets and risk assessments, and filling in post-production paperwork including Silvermouse and Albert.
- Assisting a busy development team with pitch decks and proposals

- File management: managing access to a file system on google suites
- Any other tasks needed in a busy production office

The position will be hybrid, working 1 day a week (Wednesday) in an office in Soho.

Website

<https://www.particle6.com/tv>