

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

### **Who we are**

Loveloove Films an established animation studio renowned for creating captivating children's content, including the globally distributed craft adventure series *Pop Paper City*. Our studio thrives on creativity, innovation, and a passion for delivering high-quality animated storytelling.

### **What we are looking for**

We are seeking a dynamic and versatile production assistant to join our team. This role is pivotal in supporting day-to-day operations within our animation studio. The ideal candidate will be equally adept at conducting research, assisting in studio tasks, handling administrative duties, and creating/editing digital content for social media platforms. Your main role will be working across animated *Pop Paper City* but from time to time you may be asked to work across other projects.

### **Key responsibilities**

- Assist in research tasks, including gathering reference materials, conducting market research, and compiling data relevant to ongoing projects.
- Provide administrative support such as scheduling meetings, managing correspondence, and organising studio logistics.
- Collaborate closely with the studio manager and the creator of *Pop Paper City* to ensure smooth project workflows and effective communication.
- Create and edit engaging digital content for social media platforms and promotional materials.
- Support in-studio operations, including setting up equipment, organising kit, organising files, and maintaining a tidy and efficient workspace.

## Requirements

- Strong problem-solving attitude and a willingness to take initiative.
- Proficiency in Microsoft Word and other Microsoft/Google software
- Knowledge of social media platforms.
- Experience or background in animation, digital media, or film/video production is advantageous but not essential for the right candidate.
- Proficiency in visual design (Adobe InDesign, Photoshop) is preferred but not essential.
- Excellent organisational skills with the ability to prioritise tasks and manage time effectively.
- A passion for animation and children's entertainment, with a keen eye for detail and creativity.
- Training opportunities and professional development will be provided to enhance skills and knowledge in animation production and digital content creation.
- Can-do attitude

## Website

<https://lovelovefilms.com/>

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