

Trainee production assistant – job spec

Who we are

King Banana is a micro indie specialising in children's content. We aim to empower children through content that inspires curiosity, delights and surprises. We are passionate about encouraging diversity both on and off screen and strive for every child at home to see themselves represented. We have made 7 series of CBeebies favourite, *Yakka Dee!*, two series of *Meet The Experts* for Milkshake! and are currently in production for *Nikhil & Jay*, a 52 x 11'00 animated family sitcom, centered around an Indian/ British dual heritage family.

We have a small core team who all 'muck-in' and roll up our sleeves when needed. We strongly believe in flexible working and allowing parents to return to work, and rely on trusted members of the team to make this a reality around our heavy workloads.

What we are looking for

We are looking for a trainee production assistant to join our small and friendly team. The position is mostly remote so requires someone who is used to independent working, and can be entrusted to take initiative and work proactively. We are looking for an individual who is passionate and keen to learn about children's television production. to understand what makes a good 'pitch deck' as well as getting the chance to experience shooting and editing. One thing that is guaranteed with this role is that no two days the same!

Core duties will include

- Undertaking errands for animation production as assigned:
 - tracking and distributing voice record paperwork i.e. call sheets, schedules, risk assessments, scripts
 - assisting with chaperone & cast scheduling including travel bookings for cast/chaperones
 - assisting with booking recording and post-production studios
 - file downloads, uploads and deliveries
 - opportunity to attend voice record and sound mixes

- Supporting the development team:
 - contributing to creative discussions and inputting ideas where appropriate.
 - taking notes at creative meetings
 - taking responsibility for maintaining submissions, and other department logs.
 - finding and distributing useful articles and background info for projects.
 - assisting with development decks for pitch presentations.
- Providing ad hoc administrative support:
 - managing diaries and general administrative duties for the company directors
 - organising meetings, both internal and external
 - organising corporate gifting and expenses

Knowledge, experience and skills

- Passion for the Children's Media industry
- Computer literate - ideally with Google Suite (Photoshop experience a bonus)
- Organised and the ability to multi task
- Resourceful with the ability to provide solutions and problem solve
- Excellent communicator
- Confidence and patience.
- Flexible and adaptable
- Pro-active and willing to learn new skills
- A lateral thinker and a creative problem solver
- Self-motivated all-rounder
- Able to show initiative
- Takes ownership of their own development
- Excellent communication skills both verbal and written
- Able to work equally well within a team, or on their own
- Passionate consumer of all forms of content across genres, through terrestrial or streaming platforms

Website

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