

Trainee production coordinator – job spec

Who we are

BBC Studios Kids & Family is part of a world-leading content company, BBC Studios which is leading the way in creative storytelling, known and celebrated around the world for the quality and diversity of its programmes such as *Dragon's Den*, *Morning Live*, *The Weakest Link*, *The Dumping Ground*, *Jo Jo and Gran Gran* and *Blue Peter*. We supply content to a range of broadcasters and platforms including the BBC, Channel 4, Channel 5, PBS, Netflix and Youtube, and look for forward thinking, passionate talent to help us continue creating ambitious, entertaining content for our clients.

What we are looking for

We are looking for a Production Coordinator to join our team. We're not looking at where you're from but we are excited about where you could be going. We're interested in hearing your voice and your thoughts. If you think the BBC isn't for someone like you, read on! And don't rule yourself out of the running - your voice, life experiences and personal story might be just what we're looking for!

The role will be based with our development and production teams and will give you a chance to see the development process for new ideas following through in to full production. These teams have produced series like *Dumping Ground*, *Love Monster*, *Cbeebies Presents* and *Jo Jo and Gran Gran*. You will work within the production management team helping to support the day to day running of the teams and productions from booking travel and accommodation to liaising with writers and content creators setting up presentations and workshops.

If...

- you've got great organisational skills
- you know how to speak and engage with different kinds of people
- you've got good time-management skills and self-scheduling abilities
- you're a great team-player
- you can manage relationships effectively with all kinds of people and you can work collaboratively
- you're excited by, and enjoy, working with a wide range of colleagues and members of the public
- you're motivated and enthusiastic and able to work under your own initiative
- you've got good attention to detail, even when working at speed
- you are confident using Microsoft Word and are also able, perhaps, to use Excel and other applications
- you may have some experience of working to, and managing, budgets then we would love to hear from you, if you have any/some or all of the above.



Website

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

