

Trainee production assistant – job spec

Who we are

Black Camel Pictures is an energetic BAFTA award-winning film and television drama company based in Glasgow. Founded by Arabella Page Croft and Kieran Parker, it is one of Scotland's leading drama production companies.

We set up the company to allow us to develop stories we feel passionately about and to allow us to collaborate and work with wonderfully talented people. From those brand new to the most experienced, what everyone on our team and productions has in common is a love of stories, and the determination and creativity for making sure these stories come to life in the best way possible.

Black Camel produces *Annika* for UKTV & PBS MASTERPIECE, starring Nicola Walker. The series first aired on Alibi in August 2021 to rave reviews and record viewership on the channel. Our BAFTA-winning children's animation series *The Brilliant World of Tom Gates* (adapted from the best-selling novels by Liz Pichon, starring Catherine Tate and Mark Bonnar) premiered on Sky Kids in January 2021, and a second season was released in January 2022. We also produce the queer YA series *Float* for BBC iPlayer, which won Best Series in the short form competition at Series Mania 2022. Our latest HETV drama commission, *The Island (An T-Eilean)*, a new four part Gaelic crime drama series wrapped in June after nine weeks of filming in the Outer Hebrides and Glasgow, and is currently in post-production.

We signed a three year, first look deal with All3 Media International in 2023, and continue to work on an exciting slate of television and film projects.

The next Black Camel project to go into production is an exciting new children's drama series, commissioned by CBBC. We are working with Think Bigger and ScreenSkills to find the perfect Production Trainee to join our team...

What we are looking for

We are looking for an enthusiastic production trainee to join our team in Glasgow for pre-production and filming, from early September to late December 2024.

This is an office-based role, but it is essential that our trainee is a confident driver. The production office and some of our filming locations won't always be easily accessible by public transport.

The nature of the job means core duties may vary every day, but will include:

- Helping the team to set up the production office space ahead of filming.
- Running errands between the office and set during the shoot, as directed by the production team.
- Learning to use TV drama production software, as well as Word, Excel etc.

- Helping to distribute scripts and other production paperwork, digitally and in person.
- Ordering stationery and office supplies; managing a small petty cash float.
- Communicating information to a busy wider team clearly and effectively, multiple times during the day.
- Learning to work with all the different departments on a high-end TV drama series, from other trainees to cast, editors to Executives.
- Working as part of a small office-based team to support the shooting crew, and to help ensure everything is in place ahead of the next day's filming (or the day after that...)

This is an entry-level role, and while the production trainee will spend some time on set most days, it would be a perfect opportunity for someone who is interested in following a career in production management.

Knowledge, experience and skills

- Organised, and enjoys multi-tasking in a fast-paced environment.
- A clear interest in learning more about working in production management, not a technical, design, or set-based role.
- Detail-oriented, and a good listener.
- Confident speaking on the phone, as well as via email or text.
- Willing to ask questions, and to ask for help if needed to get the job done.
- Confident driver, happy travelling to different places all the time.
- Good communication skills, likes meeting and talking to new people every day.
- All experience in an office environment is helpful, but training will be given in production packages and all associated paperwork.
- Team player.
- Keen to learn, and to take on new tasks every day.
- Knowledge or experience of working with children is useful but not essential, plenty of training will be provided ahead of filming.
- **As we'll be working with a young cast, the successful production trainee will need to apply for a basic Disclosure Scotland check before their contract begins. This is a condition of employment on the series – production will reimburse the application fee.**

PLEASE NOTE:

This salary for this opportunity will reflect the hours required for a drama production where the set week is generally 50 hours. This base for this production is outside of Glasgow, so applicants must be able to get to base and back every day. (By train & bus it is about 45 minutes)

Website

<https://blackcamel.co.uk/>