Trainee production coordinator –
job spec

Who we are

Terrific Television is a UK production company specialising in content for children and young people. Formed in December 2016 by Nic Ayling and Driana Jones, the company has already made My World Kitchen and Nick Cope’s Popcast for CBeebies, HOW for CITV and The Makery for Sky and NBC/Peacock.

Nic and Driana have, between them, more than 50 years’ experience in children’s television. They’ve worked on pretty much every kind of show you could think of – make-and-do, live Saturday mornings, factual, gameshows – the list is huge.

The company is based just off of the M20 at The Maidstone Studios, Kent –
https://www.maidstonestudios.com

For further details of our team, our content, and to view our showreel please click on the link below.
https://terrifictv.co.uk

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!

Core duties will include:

● Assisting the production manager and creative team in project planning and execution
● To act as a focal point of contact for the team
● Managing ordering/buying of all materials required during pre-production
● Establishing and maintaining effective working relations with suppliers
● Setting up location and studio shoots
● Booking transport and accommodation for crew and contributors
● Reporting any additional production requests and costs to the production manager
● Generating and maintaining accurate cost and logistics spreadsheets
● Creating and maintaining a “green” spreadsheet for ALBERT
● Partaking in any mandatory or relevant training for your role
● Maintaining organisation of the shared drive and ensure that all materials received are filed correctly
● Overseeing office housekeeping and administrative systems

Website
https://terrifictv.co.uk