

## 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>