

## **Trainee production assistant – job spec**

### **Who we are**

The Connected Set is an award-winning independent TV and digital production company based in the UK. The company was winner of Broadcast's Best Places to Work 2024. We work with broadcast clients in the UK, USA and Europe including the BBC, Channel 4, Channel 5, NBC, Warner Brothers Discovery, Viacom, TV2, plus we produce brand funded content for lifestyle brands and video games companies and work with educational organisations like The Open University. The content we produce spans genres including popular factual, reality, documentary, education, children's, comedy, animation, short form and branded content delivered on all the platforms they hang out.

This role will include working on *Live Lessons*, a series of 30-minute children's educational programmes for 7-11 year olds broadcast on CBBC and BBC Teach. Episodes are often linked to key days in the primary school calendar like World Book Day, Safer Internet Day and Anti-Bullying Week and we regularly partner with BBC campaigns and brands like 500 Words and natural history shows like *Frozen Planet*.

[www.theconnectedset.com](http://www.theconnectedset.com)

An inclusive TV production company where staff can thrive both professionally and personally.

### **What we are looking for**

We are looking for a trainee production assistant to join TCS for 6 months. The role is hybrid so will entail working from home (or shared office space), a production base in London and some on-location filming.

Core duties will include:

- Assist production and development teams with their daily activities.
- Contribute to research and casting efforts.
- Perform daily administrative tasks, including courier management and inputting production paperwork.
- Manage petty cash, log expenses, and input invoices and receipts with precision.
- Procure supplies, props, and other consumables.

- Coordinate travel and accommodation, distributing travel documents and drafting call sheets for production and development teams.
- Organise team events.
- Facilitate onboarding for new production team members, including preparing and tracking laptops, setting up Google Workspace and communicating company policies.
- Manage company equipment and storage facilities, ensuring accurate logs.
- Assist in the hiring of relevant equipment for shoots.
- Assist with child licensing applications when filming involves children.
- Coordinate the safe transport and archive of rushes and projects.
- Assist in booking production facilities, meeting rooms, and crew for shoots.
- Provide support on shoots when necessary.
- Assist in completing post-production paperwork.
- Support senior management with diary management and other tasks as required.

### **Essential skills**

- Office/administrative IT skills.
- Previous experience as a runner and/or production secretary.
- Strong organisational and time management skills, capable of managing multiple tasks simultaneously.
- Exceptional attention to detail.
- Highly personable, hardworking, efficient, and calm under pressure.
- Passion for TV, particularly comedy and factual content.

### **Desirable skills**

- Working knowledge of Adobe Creative Suite.
- Experience with Silvermouse/Diamond and familiarity with Albert initiatives.
- Experience using the Xero finance system.
- Full driving license.
- Experience on set.

### **Website**

[www.theconnectedset.com](http://www.theconnectedset.com)