

job description

Role: Assistant Producer

Department: Film

Location: Hartlebury/ London

Salary: Negotiable

Your reason for being here...

Your purpose at DRPG is to dominate the organisation of our film projects and ensure super smooth delivery and tip top content, all without breaking a sweat.

The way you roll...

You're an awesome team player who can work easily on larger projects as well as taking on your own, smaller projects. This role involves working across the full production spectrum. Giddy up!

You have a burning ambition to progress your career and ultimately become a producer/director making branded content. A flexible and proactive 'can do' attitude is essential. You're hands-on and someone who isn't shy to take charge of a variety of projects.

How you make it all possible...

- Working closely with creative producers, taking ownership of parts of the production process:
 - Taking new briefs and developing proposals
 - Scripting and creative development
 - Arranging shoots
 - Budgeting and scheduling
 - Directing
 - Edit producing
- Taking on your own productions under the guidance of others
- Production of both live action and animation projects
- Managing and liaising with clients

What's in your toolbox...

More than three years of previous experience in an agency, production or shoot environment in either an AP or more junior role

- Experience working across a range of medium to large productions in a support function plus experience working across a range of smaller productions as the sole project owner
- A keen understanding of the overall production process and what is needed at every stage
- Proven experience in client communication and management
- Ambitions to be a producer of videos for brands, comms and engaging social campaigns
- A genuine interest in making campaign-based films and a super creative thinker, willing to contribute to brainstorming
- Terrific organisational and time management skills
- Great computer literacy skills (particularly working on Teams, Outlook, Trello)

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate about producing with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in Hartlebury or Covent Garden offices, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

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DRPG is an equal opportunities employer

Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.