

job description

Role: Production Assistant/Researcher

Department: Film & Video

Location: Hartlebury/ London

Salary: Negotiable

Your reason for being here...

Your purpose is to be our very own movie oracle, helping ensure our film content is indisputably perfect with authentic audience experience at the centre of it all.

The way you roll...

You're an experienced production assistant and researcher looking to the future as an assistant producer, and ultimately a producer. You're ambitious, hands-on and like taking charge of a wide variety of projects. Your mind reading skills help you anticipate the needs of our producers so you can suggest better solutions.

Almost every project we do is different (variety is the spice of life), and you're a keen team member who's happy to be involved in every step of the process. You have a genuine interest in making campaign-based films and own a stylish creative thinking cap that generates brilliant buzz-worthy ideas. You're also super organised with impeccable attention to detail and excellent time management skills - you're not late, late for any very important date.

As our resident oracle, you've got that flexible and proactive 'can do' attitude that people envy. You'll blend in with our friendly and collaborative company culture and (while tea and coffee making duties are shared) you're pretty good in the hot drinks department.

How you make it all possible...

From the get-go, you will be confident with carrying out the following tasks with minimal supervision:

Production:

- Assisting with all aspects of pre-production (paperwork, locations, talent, legals, licensing, travel, accommodation and catering booking, sourcing crew and kit, booking suppliers)
- Assisting on shoots (running, talent chaperoning, 1st AD, 2nd camera)
- Assisting in post-production sitting with our in-house editors to craft cuts of simple videos)

Pitching:

- Researching for briefs

- Sourcing example locations, talent, and references
- Contributing creative ideas
- Researching for the production of films as well as new prospect briefs

What's in your toolbox...

You'll know your stuff. Thanks to at least 1-2 years working in a production or shoot environment (in any industry, made up of in-house roles or freelance positions), you'll have:

- Great research skills (you know how to find answers) and the ability to gain a firm understanding of any subject quickly to present to producers
- Good computer literacy skills (particularly working on Teams, Outlook, Trello, resource management software)
- A solid understanding of the production process and confident enough to pick up a camera or jump onto an edit suite
- Ability to drive

Skills that would be beneficial but not essential include:

- Working knowledge of basic production software like Premiere, Avid, Photoshop etc.
- Edit assistant/ data management experience

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!

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

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.