

Job Title: Production Assistant

Department: Film

Location: Hartlebury

Reporting To: Location Team Lead

ABOUT US

DRP Group are an award winning, fully integrated, global creative communications agency. Whether it's live events, exhibitions, digital, film or print – we always provide the right medium for the message and deliver it with unrivalled engagement, innovation and results. Our facilities in the Midlands, Windsor the North & London include 4.2 acres of production facilities, 8 fully equipped edit suites, 2 state-of-the-art studios, digital innovation labs, a dedicated print facility, 3D projection cinema, construction centre and contemporary design suite.

Our Film team is headquartered in the West Midlands with two offices in London. We produce innovative, multi-purpose, story led content across all platforms. We have won numerous Cannes Dolphins, EVCOMs and have been ranked number one in the industry by Televisual.

With the DRPG Film Team you will join an ambitious group of like-minded individuals focused on excellence and innovation in film-making. You will have the opportunity to develop and grow within a nurturing and friendly environment at an agency that is constantly moving forwards.

THE PERSON

We're looking for a Production Assistant to join our Film Team in Hartlebury.

- You will work in our production team of highly talented camera operators, sound recordists, editors, directors, producers and assistants.
- You are a highly organised individual with experience of working with a calm and focused approach to ensure equipment is checked and prepared to a high standard in a timely and accurate way.
- You have a keen eye for detail and are eager to ensure high standards are maintained for a clean and tidy work environment – whether working at our production base or out on location.

- You are a creative individual who can demonstrate a passion for the film-making process and a desire to support the team in the creation of outstanding film content.
- You are on a continuous quest to learn and better yourself through collaboration with others and developing new skills.
- You are a highly motivated, self-starter who can work independently as well as part of a team.

DATA SECURITY

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

HEALTH AND SAFETY

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

FURTHER NOTES

The role will be based at our Midlands facilities, but candidates must be prepared to travel across the UK with routine nights away from home when shooting on location – in line with COVID guidelines at the time.

You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

The **DRP Group** is an equal opportunities employer.