



## **JOB DESCRIPTION**

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<b>Job Title:</b>	Production Assistant
<b>Responsible to:</b>	Production Manager, Managing Director
<b>Responsible for:</b>	Administration, organisation and secretarial work involved in producing the content for Living The Dream's Dance App on Virgin TiVo and/or stage productions.
<b>Department:</b>	Media: Production
<b>Contract:</b>	Freelance
<b>Salary:</b>	Dependant on age and experience.

### **About Living the Dream:**

Living the Dream engages and empowers young people, by presenting platforms to develop skills in: street dance, contemporary dance, break-dance, musical theatre, acting and singing. We also give talented members roles backstage like choreographers, script writers, photographers, cinematographers, sound engineers, production assistants, and designers. Living The Dream shows young people at their best, encourages members to start believing in themselves and demonstrates the positive contribution that young people can make to their communities.

### **Living the Dream's Vision:**

We are currently working towards the first dance app to be ever created on the Virgin Media's TiVo service. It will include videos of dance performances, interviews, classes and behind the scenes of top dance groups in the UK. We are determined to work with the best to deliver a range of impressive high quality footage showcasing the best of dance, engaging new audiences as well as creating exposure and promoting Living the Dream. We also want to provide opportunities for young people who show potential in their field. This will be a huge platform to showcase your work and skills, build your portfolio and get involved in other Living the Dream activities as the company grows, e.g. flash-mobs, professional company and talent agency etc.

### **MAIN PURPOSE OF POSITION**

The purpose of this position is to work closely with the production department. Duties will vary from production to production, however work will include assisting cast and crew, issuing shot lists, dealing with travel and bookings, sorting out enquiries in a timely and professional manner and assisting with paperwork.

### **DUTIES & RESPONSIBILITIES**

**Typical work activities include some or all of the following tasks:**

- Attending production meetings, typing up production meeting and emailing to team members;
- Typing and distributing schedules, or call sheets;
- Making shot lists, logs and other paperwork for post production;
- Assisting production team and running errands for them;
- Assisting cast members and ensuring they are kept up to date with any amendments to production schedule;
- Running errands between the production office and other departments;
- Checking running orders

**General**

- To be committed to putting excellence in the heart of everything we do
- To promote and comply with current legislation and Living The Dream's policies on Equality, diversity and Health & Safety both in the delivery of services and the treatment of others.
- To be responsible for identifying and undertaking training and personal developments to meet business needs.
- To undertake any reasonable duties, suitable to the level of the post so as to ensure the smooth running of the Production and Post Production department at Living The Dream.

**PERSON SPECIFICATION**

**Essential**

- Excellent communication and interpersonal skills;
- The ability to listen to others and to work well as part of a team
- The ability to work well effectively as part of a team and alone;
- Stamina, persistence, enthusiasm, motivation and a proactive manner;
- The ability to remain calm and level-headed under pressure;
- Initiative, flexibility, adaptability, common sense and problem solving;
- Strong administrative and organisational skills;
- The ability to prioritise and cope with last-minute changes (e.g. to script) while under pressure.

**Desirable**

- A passionate interest for working in a media firm;
- A good level of numeracy and fast, accurate word processing skills

Please send a CV detailing your skills, experience and interests, and a show reel or portfolio of your work with a covering letter outlining your suitability for this position and why you would like to join our Living the Dream media team to **Zoe Jackson** at **info@livingthedreamcompany.co.uk**.

**Find out more [www.livingthedreamcompany.co.uk](http://www.livingthedreamcompany.co.uk)**