



**A NEW
DIRECTION**
We create opportunity



with Bullion Productions **BULLION**

STEP

Bullion Productions

Office & Junior Production

Assistant

Location of role: Hackney (E2 8EX)

Placement hours: 40

Placement length: 12 months

Working pattern: 9:30am - 6pm Mon - Fri

STEP Strand: Film, Music, TV & Broadcasting

About Bullion Productions

Bullion Productions has an impressive track record of creating award-winning work, ranging from commercials, music videos to TV Comedy and Documentaries. At Bullion, we are interested in making films audiences care about. Bullion produces films to be proud of. We back and invest in ideas that we are passionate about and always fight for their integrity. Bullion operates as a full-service production company that hosts a thriving roster of directors working across a range of artistic disciplines.

Visit our website to find out more:

<https://www.bullionproductions.com>

About the role

As your primary role as an Office & Junior Production Assistant you will be reporting to the Head of Production.

Your responsibilities will lie under the smooth running and safety of the office on a day-to-day basis. You will be responsible for opening and closing the office, answering the phones, organising meetings, and welcoming visitors and clients into the building. You will also need to liaise with our suppliers and generally make sure the office runs smoothly. You will also help freelancers as well as new team members in getting set up in the office by explaining procedures and helping with basic IT. Booking taxis, couriers and transport will also be a part of the role as well as helping to organise diaries.

You will have the opportunity to shadow the production and creative team and help them pitch and prepare for upcoming shoots. You may be asked to help with research, run errands and get quotes for budgets along with managing our database of freelancers and interns.

During your 12-month placement you will have the opportunity to see many different production roles in action and get a taste of what you may wish to do in the industry in future. We encourage people to ask questions and want you to gain experience. We will provide you with a laptop for the duration of your placement and will hold regular one on one meetings with you to make sure you are progressing and give a chance for both you and the company to feedback to one another.

Skills and experience

- You will be highly organised, motivated, pro-active with a strong desire to be part of a team
- You should be a good communicator with a positive, can-do attitude
- Comfortable working in a fast-paced environment and able to multitask
- Have a good understanding of Apple Mac computers and software such as Keynote
- Experienced in using Microsoft software such as Word, Excel, PowerPoint and Outlook
- Confident and polite phone manor
- Have a high level of written English

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector. You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 10am on 03 May 2022, you can upload video or audio responses.

STEP application form:

<https://bit.ly/3ieiStz>

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

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**GOOD
GROWTH
HUB**