



STEP

CEBE

## CEBE Production Assistant

Location of role:	East London
Placement hours:	35 hours per week
Working pattern:	Monday – Friday
Placement length:	12 months
Salary:	£21,749 per annum
STEP Strand:	Film, Music, Radio, TV, Broadcast & Production

## About CEBE

CEBE is a full-service creative production studio working across multiple mediums including live events, photography/film advertising and fashion shows. We work with clients such as Nike, Martine Rose, Bottega Veneta, Off-White and Supreme.

Visit our website to find out more:

<https://cebe.studio>

## About the role

CEBE is looking for a part time Production Assistant to join our growing team, who shares and embodies our core values: excellence, positivity and transparency. This role requires an enthusiastic individual who is a creative thinker with a bright outlook. All experience levels are welcome and a keen interest in the arts, music and culture is preferred.

As well as general office management and admin, you will assist and support the production team working across all levels of pre and post-production.

The role is based in East London and will require travel.

### Key duties

- Call sheet coordination in line with in-house templates
- Travel management and coordination for all shoots and events
- Location and venue research and scouting
- Obtaining costs and quotes, and negotiating rates in line with designated budget
- Optioning suppliers and creative teams for shoots and events
- Managing and updating internal production tracking tools, databases and templates with the most up to date information
- Cost tracking and support with budget and expense reconciliation
- Provide general administrative production support to the team

## Skills and experience

- Proactive and driven
- Creative thinker and able to problem solve
- Interested in getting involved with all areas of production
- Ability to effectively, warmly and clearly communicate with a diverse range of clients, suppliers and collaborators
- Able to work well within a team, as well as independently

# 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 Friday 31 March, you can upload video or audio responses.

[STEP application form](#)

## 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 [goodgrowthub@anewdirection.org.uk](mailto:goodgrowthub@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>

