



STEP

SECRET
CINEMA

Secret Cinema

Production Assistant

Location of role: Westminster

Placement hours: 40 hours per week

Working pattern: Mon-Fri 9am-6pm

Placement length: 12 months

Salary: £11.95/hour

About

Secret Cinema has been thrilling audiences for **15 years**, delivering **award winning** and **unmissable experiences**, fusing the world of **cinema and site-specific immersive entertainment**. Audiences get the chance to experience their favourite characters and stories in a whole new way. Titles like **Moulin Rouge!**, **Blade Runner**, **Dirty Dancing** and **Casino Royale** have attracted over **half a million visitors in the past 5 years alone**.

Secret Cinema is part of TodayTix Group and the job is based in our shared office and onsite when a show is in production.

https://www.secretcinema.com/en_GB

About the role

As part of the STEP programme, Secret Cinema is looking for an **enthusiastic, hardworking** and **proactive** individual to join our **Production team** as a **Production Assistant**.

This is an exciting entry level role, suitable for candidates passionate about the **creative media/theatre/event management** space with a strong desire to get stuck in and grow in a fast-paced **production environment**.

The **Production Assistant** provides crucial administrative and operational support to the Production Team throughout the successful running of large-scale site-specific events.

Whilst the role sits within the **Production department**, the trainee will also work closely with the **Creative team**, amongst others to ensure a steady workflow across **pre-production, rehearsals, tech, live performances** and **dismantle**.

Key Responsibilities

- Assisting with daily office support such as the filing, copying and distribution of production paperwork, arranging meetings, running errands, etc.
- Facilitating travel and accommodation arrangements
- Gathering quotes as part of a procurement process and undertaking purchases
- Assisting with the creation and distribution of production-related agreements
- Attending company-wide meetings and being responsible for ensuring minutes are up to date
- Collaborating with all departments, thinking outside the box to find efficient solutions during production planning
- On-site production support — managing keys, radios, deliveries, printing, etc.

Skills and experience

- A strong ability to work alongside a creative team, communicating effectively
- Maintaining a calm and professional manner under pressure
- Trustworthy — must be comfortable handling confidential project information

- A highly organised, collaborative, pro-active self-starter
- Experience juggling multiple tasks with varying priorities
- Experience with GSuite and Microsoft Office required
- Prior event experience desirable, but not necessary
- A keen interest in pursuing a career in Event Production
- Passionate on all things theatre and immersive!

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
- We welcome applicants who have been educated outside of the above boroughs but priority will be given to those that 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 29 September, 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 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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**A NEW
DIRECTION**
We create opportunity

**GOOD
GROWTH
HUB**