

About the role:

Production Assistant Internship

About the company:

Big Wave Productions is a friendly and dynamic production company with a bright future ahead of it. For 20+ years we've made award winning wildlife, science and adventure programming for broadcasters worldwide, including projects that have made real change. Now, as we move our offices to the heart of Brighton we're embarking on an exciting programme of expansion with a new MD and slate of fresh commissions. For more information check out our website www.bigwavetv.com

About the location:

The Lanes, Brighton

Reporting to:

Production Manager, who will also be your mentor. You will also be assigned an office buddy and have an hour with our MD every month.

Hours per day:

8 hours, paid at the National Living Wage which currently set in Brighton is £9.50/ hour. This is an office-based role as we firmly believe you need to be around and part of an experienced team to learn.

Length of role:

5 days a week for 8 weeks (320 paid hours) inclusive of pro-rata holiday allocation of 5.6 weeks per year. Possibility of extending to further contracts once the term is complete. Possibility of working 4 days a week if preferred.

Start date:

Mid-September/ October 2022

Application Criteria: This opportunity is only open to individuals between 18-25 and who identify as one of the following: ethnically diverse or white minority ethnic, Womxn, low socio-economic background, LGBTQIA+

About the role:

We're looking for a personable, highly organised, self-starter to support our Brighton-based production team on two people/ animal wildlife series due to go into production in September.

Example of day-to-day responsibilities:

- Working closely with the production team
- Attending and co-ordinating planning meetings
- Processing and managing expenses
- Helping to set up the shoot logistics; sourcing & booking transport, accommodation & equipment

- Helping to produce call sheets and risk assessments
- Supporting the Production Manager
- Logging footage as it comes back in
- Helping to prep, pack, clean and put away film equipment
- Clearing rights on archive footage and ordering in
- Supporting the delivery of all paperwork associated with the programme
- Helping out on any UK shoots (likely to be a handful of 2 day shoots in the UK)
- Helping to write social media posts
- Generally supporting a busy team

Skills we'll be looking for in any applicant:

- Excellent communication and 'people' skills
- Good organisational, lateral skills and attention to detail
- 'Can do' attitude
- Good administrative and computer skills
- Good at taking instruction, listening to what is required and to do what is asked
- Enjoy working as a team
- A passion for the kind of content we make

Skills which will be developed through the opportunity:

- Basic production administration – call sheets, risk assessments, logging, expenses, archive, deliverables
- Experience of working with people at every level of production
- Ability to plan and set up a shoot
- Ability to prioritise different tasks, sometimes for different people
- Ability to working independently, managing your own time and projects.
- Ability to deal creatively with problems and use your own initiative
- Research opportunities if they present

If you are interested we would love to hear from you:

In the first instance please provide a short description of why you are interested in working at Big Wave and why you think your skills would suit this job opportunity via

<https://www.tfaforms.com/5004778>

For further information: corinnebatterton@bigwavetv.com Production Manager

Closing date: 10th September 2022