

# PRODUCTION ASSISTANT.

At Progress, people are our strongest asset. You'll be working with our Production team to ensure the journey from concept to film runs smoothly. As an assistant, you will be an essential part of the Production team and an ambassador for Progress, both through your contact with clients and your presence on shoots. You think big and your strongest quality is that you stay positive at all times. You're at your best when you need to think on your feet and out of the box.

---

## ABOUT PROGRESS

---

The Progress Film Company is an award-winning, contemporary film studio based in Brighton, UK. Progress makes commercials, digital content, branded entertainment, animation and feature-length cinema under one roof, serving both agency and clients directly worldwide.

For more about us and the way we work, visit our website and social media platforms:

 [progressfilm.co.uk](https://www.progressfilm.co.uk)     @ProgressFilmCo

---

Salary: Starting at £18k and dependent on experience and level of responsibility. Applications from more experienced candidates with additional skills are encouraged. Please send your CV and cover letter to [talent@progressfilm.co.uk](mailto:talent@progressfilm.co.uk)



## RESPONSIBILITIES

---

- + Being a part of the end to end production process, from brief through to delivery
- + Running on set and for the Studio, to help the day to day management of projects and shoots
- + Communicating with clients and suppliers
- + General administration - producing call sheets and risk assessments, basic book keeping and float management, booking freelancers, travel and kit

## THE IDEAL CANDIDATE

---

- + Excellent written and verbal communication
- + Solutions orientated person with excellent trouble-shooting skills
- + High levels of energy and drive. A great sense of humour and a pragmatic outlook
- + Proven numeracy skills
- + Great research and negotiation skills
- + Highly organised and a process orientated mindset
- + Preferably 12 months production experience

## THE ROLE

---

The role is full time, based in Brighton with regular working hours, 5 days a week. However, on-location working and flexibility around working days/time is expected depending on production need and schedule. Weekend work is compensated through DOIL or pro rata salary amounts.