



STUDIO ASSISTANT

With a decade of award-winning work, Progress is a dedicated team of creatives, producers, filmmakers and animators bound by a shared commitment to tell powerful stories, no matter the brief or budget. To find out more head to www.progressfilm.co.uk.

ABOUT THE COMPANY

[@ProgressFilmCo](#)

We don't focus simply on what we do – we also care how we do it. Our values and the way we behave are important to us. Please make sure you've looked at us as a company and are as passionate about production, our ethos and output before applying.

THE ROLE

The first point of call for anyone coming into the Studio or calling to enquire about Progress, you will be the face and ambassador of Progress. Managing the day to day administration of a creative, busy environment, you will be the true heartbeat of the Studio, making sure that it is always a welcoming and positive place to be for our full time team, clients and external hires.

The role is full time, based in Brighton with regular working hours. However, depending on the production schedule and events taking place at the Studio, you may be required to work out of office hours on occasion.

THE IDEAL CANDIDATE

The ideal candidate will be proactive, outgoing, full of energy and have both customer facing and office administration experience in a busy, unpredictable environment.

[Continue to Responsibilities & Skills >](#)



ROLES AND RESPONSIBILITIES

Maintain the look and upkeep of the studio, ensuring that the atmosphere and environment are conducive to working in the most efficient manner, implementing and monitoring new policies and systems with staff.

Ensure that office equipment is maintained, relevant records are up to date and that all administration processes work effectively for daily use and bookings.

To look after our beloved film equipment and edit suites to ensure our team of filmmakers have equipment in optimum condition for every shoot, making bookings and dealing with the administration processes associated.

Opening and closing the studio each day, preparing the space for staff, clients and guests, ensuring that all necessary supplies are available.

Organising office operations and procedures; controlling correspondence, designing filing and bookings systems, reviewing and approving suppliers, basic bookkeeping.

Organising and publicising events which will bring new potential clients into the studio space.

Organising internal events and celebrations to help maintain the morale and culture in the Studio.

Assisting in production tasks such as research, making purchases, booking kit and travel when required.

REQUIREMENTS

A clean driving license

Brilliant communication skills, both written and verbal

Solutions oriented with excellent trouble-shooting skills

Highly organised with the ability to work under pressure

A positive outlook and demeanour

BONUS SKILLS

A sense of humour and a pragmatic outlook

Experience working with film kit and production

Friendly negotiation skills

Salary £18k with potential to increase to £21k depending on responsibilities taken on.

If this sounds like you, visit progressfilm.co.uk and follow via @ProgressFilmCo to find out more about us. Please send CVs and tailored cover letters to talent@progressfilm.co.uk.

Closing date: Friday 17th June