JOB DESCRIPTION

Job Title:
Production Assistant - Industry News
Department:
ITN Productions
Reporting to:
Executive Producer, Industry News
Job Purpose:

- To assist in the smooth running of the Industry News production department
- To act as the main liaison between the editors and producers to ensure on-time delivery of industry news programmes in both the UK and US
- To ensure the smooth delivery of the programmes, both UK and US, to conferences, websites, clients and associations as appropriate
- To ensure everything is ready and prepped for the studio recordings - including studio sets, logo stings, films completed and signed off
- Ensuring rushes are ingested and viewing files sent to reporters in time for scripting days
- Ensuring timescales don't slip, and deadlines of editing and filming cut off are kept to by producers
- Ensuring all production costs are tracked and reported to the Executive Producer regularly.

Key tasks/responsibilities:

Financial Management

- Liaise with finance and production team on production budgets and cost savings
- Enter predicted costs into cost trackers for all UK and US projects
- Enter invoice details into cost trackers and notifying Executive Producer of discrepancies
- Cost analysis and reporting - hold a wash-up meeting with Executive Producer after each project

Office Management

- Organise travel for meetings and liaise with Producers
- Keep across all meetings for the team and inform reception team of guests expected each week, book rooms and catering as required.
- Assist with call sheets and schedules when required
- Organise consent forms and shoot paperwork (preparation, send to clients and reporters. Manage their collection and filing)
- Book reporters for shoots, edits and logging
- Book editors, edit suites and manage edit diary
- Organise logistics of shoots: Conference, Studio, Client Films, News Items (crew, travel, kit, cards, permissions, parking, couriers etc)
- Organise logistics of media (tapes/cards, from reporters and cameras, into digitising and logging)
- Assist with studio recordings and conference filming
- Assist with logistics for screens for conferences and programme launch
- Arrange final delivery of video files, embed codes and rushes to clients
- Keep Client Progress document up to date
- Keep Production Calendar and Edit Diary up to date

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- Set up new project folders, and keep all documents saved in the allocated places, add new Client's to Client Progress
- Devise new template documents for each project
- Booking rooms and catering for production meetings
- Booking couriers and taxis
- Build and maintain freelance database, lead on communications to crew and other freelancers
- Support recruitment of production staff, freelancers and suppliers
- Negotiating rates, motivation of freelance production personnel
- To look for new and more efficient post-production work flows and systems.

Key attributes/qualifications:

- Excellent financial and cost management skills, including working with excel spreadsheets
- Experience in corporate or news video production
- Excellent organisational, communication and time management skills
- Extensive experience in identifying suitable freelancers to work on projects
- Excellent understanding of technical and personnel related production and post-production workflows
- Cost management / invoice processing / cost reporting experience
- Experience of working with a Media Manager to organise all technical aspects of production and post-production through to delivery for the team – including ingest, editing and long term storage
- Excellent attention to detail
- Good IT skills
- Experience of working with and managing risk assessments
- Natural and enthusiastic problem-solver
- A natural people-person with strong collaboration skills
- Keen awareness and understanding of the financial implications of all decision-making
- Ability to manage upwards
- Strong negotiating skills.

This Job Description identifies the main requirements of the role. It is not an exhaustive list of duties but is intended to reflect the nature, range, and context of the work, which will change over time.

ITN is an equal opportunities employer and we actively seek candidates from diverse backgrounds and communities.

Author: Elizabeth Fisher-Robins, Executive Producer.
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