

LOCATION ASSISTANT

OVERVIEW

As LS Productions' Location Assistant, you will assist the Location Team with all the shoots the Location Department facilitates.

You will support the Location Coordinators and Location Manager to ensure that locations are presented to our clients on-brief and on time.

You will assist with the creation of bespoke presentations of location imagery as well as the collation and organisation of folders of scout imagery.

You will assist with checking availability of locations and crew, recording and updating on progress to the team. You will liaise with Location Owners, Scouts and Location Managers for both live jobs and general enquiries and you will ensure that all contacts and notes are captured on the library for future use.

You will assist the Location Manager and Location Coordinators with delivery of the workflow of each shoot LS facilitates, capturing information and reporting on progress at key stages of pre-production.

You will support the team with ad-hoc admin tasks as required.

As well as office-based work, you will also support the team and our freelance family with letter drops, recces and on set as required.

You will be supported by the team to further your career progression and the Head of Locations will work with you on your personal goals, potential training opportunities and professional development.

KEY AREAS FOR LEARNING

- An understanding of Film, TV, advertising and fashion production related to film location work.
- Working with Digital Asset Management Software.
- Building a creative and practical skillset within a Location Department.
- Research skills.
- Relationship building and confident communication within the workplace.

REPORTING

You will report to Head of Locations Amy Morement and in her absence Sarah Drummond, MD.

KEY SKILLS

- Good organisation skills, adept at reporting progress and tracking workload.
- Thorough work, completed with attention to detail.
- Ability to work independently and as part of a team, with flexibility and ability to handle changes to workload at short notice.
- The ability to think creatively and help find imaginative solutions to location briefs.
- Great verbal and written communication skills, feeling comfortable approaching and talking to a vast range of contacts on the phone, over email and in person.
- Some experience working with DAMS and CRMS, G-Suite and Microsoft Office is desirable.
- A clean driving licence would be beneficial.

LOCATION

You will work both remotely and from LS Productions offices, in either London or Manchester. You will be required to travel across the UK, to our other other offices and to be on set where needed, and expenses will be provided for this.

APPLICATION DETAILS

If you think we're the kind of people you'd like to work with email us at **vacancies@lsproductions.com** with your CV and a short cover letter to tell us why you'd like to join our team.

Make sure to put "LS PRODUCTIONS | LOCATION ASSISTANT" in your subject line as we are currently recruiting for a range of roles.

SELECTION PROCESS

LS Productions is committed to encouraging equality and diversity among our workforce and the crew we engage. We strive to promote diversity and eliminate discrimination in the workplace. Our aim is to ensure that all employees and job applicants are given equal opportunity and that our Company is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

Applications will be shortlisted and only candidates who appear to be suitable will be called for an interview.

TERMS & CONDITIONS OF EMPLOYMENT

- Starting date: ASAP.
- Contract Duration: Fixed term April - October.
- Remuneration: National Living Wage
- Location: London, Manchester or Edinburgh

**** Deadline Wednesday 6th April 2022 ****