

A series of thick, parallel pink lines that originate from the left side of the page and fan out towards the right, creating a sense of movement and direction.

**A NEW  
DIRECTION**  
We create opportunity



with JustSo.

**JustSo.**

**STEP**

**JustSo.**

## **Production Assistant**

**Location of role:** East London/ Hybrid working  
**Placement hours:** 40 hours per week  
**Placement length:** 12 months  
**Salary:** London Living Wage (£11.05 p/h)  
**STEP Strand:** Advertising & Marketing

### **About JustSo.**

JustSo. is a world class creative studio partnering with some of the biggest and best brands in the world (incl. Red Bull, O2, Google, Diageo, Olympic Channel).

We began in 2007 with a vision to create work that people actually wanted to watch, click on, read, experience and listen to. We have always believed in keeping the thinking and

making together so we can shepherd an idea from start to finish which means better work, shorter lead times and better value.

As Storytellers for a Changing World, we help our partners leverage storytelling and content to seize opportunities to better engage with their audience in a changing world.

Visit our website to find out more:

<https://www.justso.com/>

## About the role

We are looking for a Production Assistant to join our studio. This is a great opportunity to make your mark in a dynamic and fast-paced studio environment.

Your main role will be to support the JustSo. producers across all our partners and any live productions. The following qualities are what we are looking for in a candidate:

- A great communicator and team member
- You have a passion for film and a keen eye for what makes great work
- You will be excited about growing within the role and playing your part in JustSo's future

### Key responsibilities

- Support the JustSo. production team
- Support all aspects of pre-production, including research, compiling paperwork, arranging shoot logistics, booking crew
- Source locations and casting options where required
- Assist in the creation of timing plans and ensuring no deadlines are missed
- Arrange all shoot logistics (travel arrangements, insurance etc)
- Work closely with producers to ensure the smooth running of any production
- Attending shoots where required
- Provide post-production support including booking talent and managing the JustSo. kit returns
- Work closely with the producers on all aspects of project finance

# Skills and experience

## Essential

- Passionate about making great work
- A genuine interest in storytelling, content and the intersection between brands and entertainment
- An interest in filmmaking and the production process
- Proactive, can-do attitude
- Ability to multitask and prioritise
- A good head for numbers
- Proficient in G-Suite

## Ideal

- Some experience with film shoots and be familiar with the production process
- Experience with film shoots and familiar with the production process/being on set
- Full UK Driving licence preferred

## About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector. You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

# How to apply

Complete our STEP application form by 10am on 03 May 2022, you can upload video or audio responses.

## STEP application form:

<https://bit.ly/3ieiStz>

## For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find our more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

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GROWTH  
HUB**