

Job description

Position: Assistant Producer

Reports to: Operations Manager

Purpose of the Position:

The duties of this position include, but are not limited to, the below:

- ⇒ Attend weekly production meetings with the Series Producer and other production staff
- ⇒ Tracking, organising and checking of client-supplied and in-house assets
- ⇒ Basic knowledge of spreadsheets
- ⇒ Hire and manage crews, contractors, terms etc
- ⇒ Assisting on live productions
- ⇒ Responsibility for programme research as required
- ⇒ Arrange any necessary permissions and risk assessments
- ⇒ Knowledge of digital marketing and social media distribution would be a distinct advantage
- ⇒ Sharing ideas of where improvements can be made.
- ⇒ You must adhere to Nemeton TV's policies and procedures including but not limited to Health and Safety, GDPR guidelines and Time and Attendance policies.
- ⇒ You will secure your best efforts to extend and develop your knowledge of the Irish language and culture, including an active involvement in the company's Irish Language Plan.
- ⇒ Adherence to Nemeton TV's core values.
- ⇒ You will be required to carry out other duties as assigned by the Operations Manager.

Qualifications:

- A degree in Media, TV, Film is an advantage

Experience:

- 1 year + experience in a similar role.

Personal Attributes:

- Excellent communication and interpersonal skills
- Confident team worker
- Ability to co-ordinate requirements between production, contributors and crew
- Understanding of various department needs and responsibilities, including health and safety.

Other requirements:

- Full clean EU Driving Licence
- Passionate about sport

- Fluent Irish language skills
- Prior production experience
- Ability to work weekends and out of hours
- Proficient with Excel and Word packages
- Experience on Mac an advantage

Key Interactions:

Operations Manager

How to apply:

Please email your CV to hr@nemeton.ie

The closing date for applications is Thursday, 31st October 2019