

COMPANY LOGO

[ROLE] Job Description

Job Title: [Insert job title]

Department/Team: [Insert department/team name]

Reports To: [Insert manager's job title]

Location: [Insert location]

Contract Type: [Fixed term / Freelance / Full-time / Part-time]

Salary/Rate: [Insert rate of pay]

About the Role

This section should give a clear overview of why the role exists, what its main purpose is, and how it contributes to the business or production. Keep it concise but informative so the context is clear.

Responsibilities & Accountabilities

Responsibilities should be grouped under clear headings with specific details under each. Examples are included below; adapt to the role.

Production Coordination

- Schedule shoots and maintain production calendars.
- Book crew, talent, locations, and equipment.
- Prepare and distribute call sheets and production paperwork.
- Track budgets, invoices, and expenses in line with company processes.

Editorial Support (if applicable)

- Assist with research, fact-checking, and script preparation.
- Contribute creative ideas in development meetings.
- Support producers with briefing materials and contributor liaison.

Technical / Post-Production Support

- Manage footage ingest, logging, and metadata.
- Liaise with editors and post-production houses to ensure delivery deadlines are met.
- Ensure technical standards are maintained for broadcast and streaming delivery.

Team Communication

- Act as a point of contact between production, post, and external suppliers.
- Circulate updates and ensure information flows smoothly across departments.

Compliance & Safety

- Ensure compliance with health & safety procedures on set and on location.
- Follow Ofcom and editorial guidelines in all production activities.
- Support safeguarding processes where contributors include children or vulnerable people.

Other Duties

- Other responsibilities relevant to the role may be required from time to time in line with the needs of the business/production.

About You (including Values if applicable)

Knowledge, Skills & Experience

Essential: [Insert the core technical knowledge, skills, or experience required for the role.]

Desirable: [Insert additional knowledge, skills, or experience that would be beneficial but not essential.]

Behaviours & Attributes

[Insert the personal qualities and behaviours required, e.g. ability to work to tight deadlines, clear communication, attention to detail. Where relevant, link to company values, e.g. “Acts with integrity (aligned to our value of trust)”.]

Our Values (if applicable)

Our work is guided by our values of:

[Value 1]

[Value 2]

[Value 3]

We expect all team members to demonstrate these values in the way they work

Note: If your business doesn't have set values, leave this out rather than filling space.

Working Relationships**Internal**

[Insert internal contacts such as producers, production managers, finance team.]

External

[Insert external contacts such as freelancers, broadcasters, clients, talent, suppliers.]

[State if the role involves supervision or line management responsibilities.]

Working Conditions

Explain the typical working hours or shift patterns and highlight if evenings, weekends, travel, or location work are expected. Mention any physically demanding aspects of the job, such as handling equipment.

Other Information

This job description is for information only and does not form part of a contract. Duties may change in line with the needs of the business/production.