

COMPANY LOGO  
**[ROLE] Job Advert**

**Job Title:** [Insert job title]

**Location:** [Insert location]

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

**Salary/Rate:** [Insert salary/rate]

### About Us

[Short, engaging paragraph about the company, who you are, what you make and who for, and your culture/values.]

### About the Role

[A summary of the role and why it matters. Cover the purpose of the role and what the successful candidate will get to do, keeping it engaging and clear]

### Key Responsibilities

[Summarise 4 to 6 of the most important responsibilities from the JD. Keep them brief.]

*For example:*

- *Supporting the team with production planning and coordination.*
- *Assisting with research, scripts, and creative development.*
- *Liaising with crew, talent, and external partners.*
- *Helping to ensure productions meet compliance, safety, and broadcast standards.*

### About You

We are looking for someone who is [describe qualities, e.g. highly organised, a natural communicator, adaptable under pressure] and who shares our values of [Value 1], [Value 2], and [Value 3].

You will bring the right mix of knowledge, skills, and experience to succeed in this role:

*Examples:*

- *Experience coordinating shoots and managing production paperwork (Essential)*
- *Strong communication and relationship-building skills (Essential)*
- *Familiarity with post-production workflows (Desirable)*
- *A proactive approach to problem solving and attention to detail (Essential)*
- *Previous experience working on live or studio-based productions (Desirable)*

### What We Offer

[Details of benefits, opportunities, or unique aspects of working with your company or on this production.]

- *Opportunities for development or mentoring.*
- *A supportive, creative working environment.*
- *Flexible working arrangements or TOIL (if applicable).*
- *The chance to work on exciting, high-profile productions.*
- *Enhanced Maternity / Paternity pay*
- *Private Medical Insurance*
- *25 days holiday plus bank holidays*

### How to Apply

[Set out application instructions clearly: what to send (CV, cover letter, showreel, portfolio), deadline for applications, and contact details.]

### **Our Commitment to Inclusion**

[Insert standard wording encouraging applications from underrepresented groups and inviting candidates to request adjustments in the process.]

*Example:*

*We are committed to building an inclusive team and welcome applications from people of all backgrounds. Please let us know if you require any adjustments during the application process.*