

Job Title: Production Assistant

Location: SW & West London

Type: Part-time

About Us

We are Renaissance Studios, a creative and innovative production company seeking a passionate Production Assistant to join our team. If you're an aspiring filmmaker who's enthusiastic about the creative industry and excited to grow, this could be the ideal opportunity for you.

About the Role

This position is funded by Lambeth's ELEVATE programme, designed to support young people from underrepresented backgrounds in entering the Creative and Digital sectors. To be eligible for this role, you must be:

- A Lambeth resident (Lambeth care-experienced young people from other areas are also eligible).
- Aged between 16-24 years.
- Currently not in education, employment, or training.

Key Responsibilities

- **Content Creation:** Support various projects, bringing fresh ideas to our content.
- **Administrative Assistance:** Help the team stay organized and meet deadlines.
- **Digital Tools:** Use platforms like Google Drive (experience is a plus but not required).
- **Shoot Support:** Be available for shoots and open to travel when needed.
- **Research & Development:** Explore new production areas and contribute creative ideas.
- **Collaboration:** Work with different departments to gain hands-on production and development experience.
- **Event & New Business Planning:** Assist with event preparation and business initiatives.
- **Networking:** Build industry connections, contribute to creative discussions, and share ideas confidently.
- **Guest Support:** Help with hospitality for guests and visitors during shoots.

About You

We're looking for someone who:

- Is passionate about the creative industry and committed to learning.
- Has a filmmaker's mindset, with a keen interest in all stages of production.
- Thrives in different roles and enjoys a variety of tasks.
- Is curious and enjoys researching new topics.
- Has strong time-management skills and thrives under deadlines.

- Embraces diversity and contributes fresh ideas.
- Doesn't need a laptop but can have one provided if necessary.

Job Details

- **Hours:** 2 days per week, 15 hours total
- **Rate:** £13.15 per hour
- **Locations:** Flexible—Brixton, White City, and remote work
- **Start Date:** 6th January 2025
- **Additional Requirements:** A DBS check will be required; travel expenses outside regular working hours will be covered.

If you're interested, please apply with a CV and cover letter—or submit a video (1-3 minutes) introducing yourself. Send applications to studio@renaissance.london.

Most importantly, just be yourself 😊