

# POSTCARD

## Development Researcher (Intern)

### POSTCARD

We are a small and friendly team with a passion for telling stories that shine a light on extraordinary people, places and ideas. We work collaboratively to think about how we tell these stories, what they should look like on screen and how we can challenge traditional ways of doing things. We believe it's a privilege to take audiences into the worlds of the people who open up their stories to us and are always excited about how we can drive impact through our films on and off screen.

<https://www.postcard-productions.com/>

### ROLE DESCRIPTION:

Development is the process by which we create our documentary content ideas to pitch to broadcasters and other funders to secure commissioners. The intern will support our Development Team with originating ideas and developing them to become ready for pitching.

### ROLES AND RESPONSIBILITIES:

- Originate ideas for development of broadcast and other funded platforms that align with POSTCARD's strategic priorities
- Conduct research, fact checking and compile research briefs for the Development Team
- Support securing access to relevant organisations and institutions
- Support casting and talent development of presenters and contributors
- Support preparation of development materials including copy, image creation, decks and sizzles
- Keep informed of commissioning needs, priorities and latest marketing trends to inform ideas origination and development opportunities
- Contribute to team brainstorm and discussions on new ideas and ongoing development work
- Support production of any shoots or other filmed materials required for pitch materials or funded requirements
- Attend online and in-person meetings with contributors, agents and other persons of interest alongside the Development Team
- Attend relevant industry briefings, webinars and workshops and take notes to share with the Development Team
- Take part in our weekly Film Club (where we discuss content we have watched)

### WHAT MAKES A STRONG CANDIDATE

# POSTCARD

- Interest in storytelling
- Enjoys working collaboratively to develop ideas
- Interest in documentary content that is made for television and online platforms
- Enjoys working on a diverse range of projects
- Strong organisational skills
- Able to work independently and use their own initiative to develop their own ideas
- Interest in developing their written and visual skills (training provided - see below)
- Interest in exploring a career in content production

## TRAINING

We do not require any prior experience of working in the content industry and full training will be provided that covers the process from initial research through to delivery.

The below is a list of what the intern will receive training in but we are always keen to personalise this on individual interests:

- Creating research briefs
- Casting - how to find appropriate on-screen contributors and experts
- Creating outlines to send commissioners
- Creating poster images, titles and taglines to send commissioners
- Creating full pitch decks to send commissioners
- Creating artwork for decks
- Creating sizzle tapes using Adobe Premiere

## IMPORTANT INFORMATION

PAY: London Living Wage

HOURS: Part time (16 hours)

LOCATION: At our office in Clapham Old Town

DURATION: 6 Months

## HOW TO APPLY:

Please submit a CV and Cover Letter (maximum 500 words) please explain why you are interested in the role and a brief description of some documentary content (either on television or online) you have watched and enjoyed. Please explain why you liked it.

When submitting your CV and Cover Letter, please can you email it to: Sam Forsdike on [sam@postcard-productions.com](mailto:sam@postcard-productions.com) putting the subject as: Elevate - Development Researcher (Intern) application.

**CLOSING DATE: 10am on Friday 19<sup>th</sup> December 2025.**