

Why Work as a... Production Assistant Screen and Audio

A solution for your training needs and career progression

ROLE OVERVIEW

The broad purpose of the occupation is to provide support and assistance to editorial or technical colleagues to ensure the smooth delivery of content for productions. Production Assistants are involved in the end to end process of a production. They work to a brief and collaborate with a wide range of stakeholders to plan productions.

KEY POINTS

- **Level:** 3
- **Duration:** 15 months + End Point Assessment
- **Entry requirements:** You may be required to undertake training in maths and English. See [HERE](#) for more information
- **Career progression:** Options include Media Production, Post Production Technical Operator and Creative Industries Production Manager

KNOWLEDGE REQUIREMENTS



- The differences between genre and how this affects the type and scale of production
- The methods used to segment and understand audience engagement
- The end-to-end production workflow and planning process, the key stages including post production, and own role within this
- How to source and identify media assets
- Principles of budget allocation and methods used to monitor costs for a production and the potential impact
- The processes to follow when authorising the use of resources, and methods of monitoring usage in line with the production plan
- How to cut, edit and caption production content to meet output requirements

SKILL REQUIREMENTS



- Work in line with agreed workflows, adapting to operational and creative changes as they occur and inform relevant stakeholders
- Assist cast and crew members and act as a point of contact with the production office and other departments
- Create, use and store production documentation throughout the end-to-end production workflow
- Scope resource requirements; identify and prevent potential supply problems
- Complete a call sheet/schedule prior to a shoot

BEHAVIOUR REQUIREMENTS



- Seeks to continuously improve the production
- Acts collaboratively to build and maintain positive relationships with colleagues, customers and suppliers
- Takes ownership of work, with a strong work ethic and commitment to achieving high standards
- Committed to keeping up to date with new technologies and industry best practice. Resourceful in finding creative solutions to solve problems
- Acts in an ethical manner, embracing, equality, diversity and inclusion in the workplace

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