



JOB PROFILE

Job Title: Production Assistant
Contract: Permanent
Location: London
Responsible to: Producers

LET US INTRODUCE OURSELVES

ICHI is an award-winning creative agency producing standout campaigns for some of the world's biggest, most loved entertainment brands.

We believe that great creative is always focused, feels effortless, and doesn't happen by accident. This means, regardless of project size, our approach is strategically focused and driven by a core team of specialists working from pitch to completion.

We're always on the lookout for talented, strategically-minded, sleeves-rolled-up creatives to join the squad. If this sounds like you, read on...

ROLE OVERVIEW

The Production Assistant is responsible for supporting the Production team in the producing and delivering of creative campaigns. Through their support, ICHI is able to over-deliver on our clients expectations at every level, whilst helping ensure they are created on time and on budget.

The Production Assistant will inspire an atmosphere of best practice sharing amongst the team, ensure high standards of professionalism are adhered to and maintain a positive culture at ICHI.

THE NUTS AND BOLTS

- Helping source and book freelance staff as required to work on projects within the creative, edit, vfx, shoot, or production teams, based on assigned budget.
- Helping on shoots as required, including production driving and running, assisting with location scouting, casting, sourcing crew and equipment,

and organising meetings and travel – all within assigned budgets where required.

- Helping source and book VO artists with required usage, based on creative and client briefs within the assigned budget.
- Helping identify and source stock and licensed music, imagery and footage based on creative and client briefs within the assigned budget.
- Ensure all freelance and supplier contact information is inputted into the project management system and is up to date.
- Negotiating on rates, including extended booking period costs and payment terms where possible.
- Ensuring all freelance staff have signed contributor agreements and NDA's, and that these documents are filed in the appropriate places on the server.
- Attending resources meetings, and helping ensure that all bookings into the project management system are updated and correct after these meetings and continually throughout the week as any schedules change for current and future projects.
- Helping ensure creatives have all required information in their bookings, and are aware of tasks that need to be completed.
- Ensuring that all creatives, accounts and production staff have time reported correctly into the project management system for all jobs they were booked on that week..
- Helping book in meetings with accounts, production and creatives as required, and organising any refreshments as required.
- Proof reading / viewing assets as required, to help ensure any mistakes and technical issues are eliminated before delivery and high standards of work are being met.
- Setting up and uploading/downloading any project assets from both internal and client FTP's.
- Purchasing hard drives as required for both project and internal use.
- Organising couriers or postage for both projects and internal requirements, ensuring cost effectiveness on all means of delivery.
- Helping ensure all freelancer invoices received have the required PO numbers quoted, as well as the standard invoice requirements including ichi's minimum payment terms of 30 days, and if not flagging to the relevant producer or account manager/director. Once checked, these

invoices should then be handed to the relevant project lead for signing before being passed to accounts.

- Helping archive jobs after project delivery. This includes booking in resources to prep project folders, ensuring any agreed assets clients require are saved and/or delivered to client by appropriate means, and saving to the ichi archives any assets creative and production leads request to be saved for internal purposes.
- Helping keep on top of server space / requesting staff to clear drop boxes.
- Assisting the accounts and production departments with any travel bookings required, using ichi preferred suppliers where possible to ensure cost efficiency wherever possible.
- Ordering office equipment & kitchen supplies from preferred suppliers as required, whilst keeping within the weekly/monthly budget allowance unless otherwise necessary and agreed by your line manager.
- Reconciling office petty cash at the end of each month, and shoot petty cash at the end of each shoot.
- Day to day administrative and general office duties as required.

THE IDEAL PERSON

- Experience working in a production/marketing/agency environment
- Demonstrate strong soft skills – good communication skills, have a can do attitude, and enjoy working within a team environment
- Right to work in the UK
- Knowledge of Office suite/ general computer efficiency

WHAT DO YOU GET

- Competitive salary based-on-experience
- Commission based incentive scheme
- Company pension scheme

- BUPA Healthcare
- Income Protection Cover
- Life Assurance
- Employee Assistance Programme (EAP)
- Team social events
- Summer hours
- Training
- Friendly working environment
- And much, much more.

SUBMISSION

- 1st Round: email submission to jobs@ichi-worldwide.com with the subject field 'Production Assistant' Incl. CV + Cover Letter - bit more about yourself and why you would like to work at ICHI
- 2nd Round: video interview with a member of the production team
- 3rd Round: video interview with Managing Director
- 4th Round: face-to-face interview with Managing Director, Head of Studio and Executive Creative Director