

3 Mills Studios Studio Officer Assistant

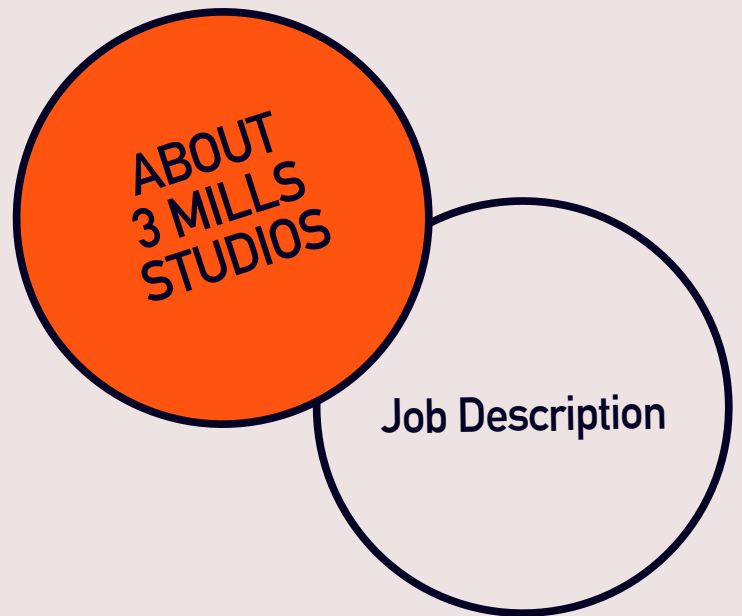
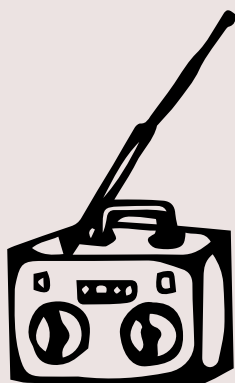
Location of role:
London, E15 2QD

Placement hours:
37.5

Working pattern:
F/T, Mon-Fri
(9am to 5:30pm)

Placement length:
12 months

Salary: £25,642.50



3 Mills Studio is an iconic production destination in the heart of London's most vibrant creative community. Our inspiring and versatile studio space has hosted many film, TV and stage productions including Mastserchef (BBC), The Third Day (Amazon), The Great (Hulu), Slow Horses (Apple TV), The Expendables 4 and Extraordinary (Disney +), as well as some incredible independent filmmakers

Situated on an attractive island oasis in East London, 3 Mills Studios is one of the most accessible studios in the UK with excellent transport links to central London. With 9 filming stages, 10 theatre rehearsal spaces and over 75,000 sq. ft. of filming space, we have the facilities to fit the bill and help our clients create outstanding results.

www.3mills.com





As a Studio Office Assistant, you will play a key role in supporting the Sales and Operations teams at one of the UK's leading Film/TV and Theatre Rehearsal Studios. We're looking for someone ambitious and hardworking with a highly flexible attitude.

Over 12 months you will gain a strong understanding many facets of operating a busy and dynamic Studio. You will do a 6-month placement with each team, getting involved in the client journey on site from initial enquiry through to wrap. You'll be an important contributor to the 3 Mills Studio Office team!

TASKS AND RESPONSIBILITIES

Sales Team (6 months):

- Responding to booking enquiries and inputting, updating, and maintaining the Studio Bookings System (4s) and Customer Relationship Management (CRM) system (GoldVision).
- Tracking leads and following up.
- Attending site recces with the Sales Team.
- Generating Studio Use Agreements to confirm bookings.
- Briefing the Operations team on production requirements and providing administrative support on the Studio Weekly and Monthly meetings, including generating reports and taking meeting minutes.
- Getting involved with Studios' marketing activities such as writing newsletter copy, creating a social media post, and planning of client events.
- Any other reasonable task as requested by Senior Management Team.

Operations Team (6 months):

- Assisting the Client Services Coordinator in

ensuring the clients' needs onsite are addressed, including parking, power, furniture, and cleaning.

- Working with Facilities Management to ensure all Health and Safety Documentation has been received.
- Ensuring all spaces are in the best possible condition prior to client occupancy.
- Uploading the production onto Planner and ensuring all tasks are complete.
- Logging maintenance requests on TAP.
- Greeting clients when they have arrived onsite
- Assisting the Client Services Coordinator on the generation of Exit Bills at the end of occupancy.
- Any other reasonable tasks as requested by Senior Management Team.

SKILLS AND EXPERIENCE

- Enthusiastic, trustworthy and reliable.
- Excellent written, oral communication skills, attention to detail and good timekeeping
- Ability to juggle and coordinate multiple priorities, simultaneously, under pressure within tight deadlines and changing circumstances.
- Strong team and interpersonal skills. Outgoing people person who is keen to broaden professional network.
- Computer literate including reasonable standard of Word, Excel, PowerPoint
- Proficient use of social media and online platforms as a source of research and engagement.
- Knowledge of / passion for the film/television/theatre industries (Preferred but not required)

ABOUT STEP



STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

YOU MUST BE

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

HOW TO APPLY

Apply Now

Complete our STEP application form by 10am on Friday 19 July 2024

You can upload video or audio responses.

FOR MORE INFORMATION

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/what-we-do/programmes/step-11>