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DIRECTION**
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HUB**

STEP

ETC

Electric Theatre Collective

Runner

Location of role: Brick Lane, London
Placement hours: 40 hours per week
Working pattern: Mon-Fri, 9am-6pm
Placement length: 12 months
Salary: £27,500

About Electric Theatre Collective

Electric Theatre Collective is a multi-award winning, world-renowned visual effects, colour grading and creative studio.

We're home to some of the industry's most formidable artists, and collaborators of legendary directors, agencies and brands worldwide

Our passion for craft has seen us bring ambitious projects to life across film, commercials and music videos. And we don't like to brag, but... we're pretty good at it. We're proud claimants of numerous accolades, recently adding an elusive D&AD black pencil, two VES honours, and several 'VFX Company of the Year' awards to our collection.

Electric is widely regarded as one of the best post-production outfits in the world and continues to be at the forefront of innovative creativity.

About the role

Being a runner is the first step on the ladder in the VFX industry. In working at Electric, you'll see first-hand how a world-class independent studio works. Providing excellent, attentive client service, keeping the building running and looking tidy, and putting the time in to work towards your discipline or career path. You should be ambitious, diligent and enthusiastic to come in and add a new dimension to the studio.

Key Responsibilities:

- Assisting all employees with queries and helping to resolve any problems.
- Dispatching and collecting items on request both in and out of house; delivering items to staff
- Taking initiative to manage supplies, arranging orders where necessary; ensuring refreshments, stationary, general office equipment and restrooms are well stocked.
- Learn how to use the espresso machine and make all different types of coffee.
- Keeping reception, rest areas and offices clean, tidy and well presented.
- Reception duties – including dealing with switchboard calls, welcoming clients, providing refreshments for meeting and clients, cars and couriers.
- Providing support to producers and managers.
- Have good customer service skills
- Have a professional and friendly phone manner.

Skills and experience

- Attention to detail: A meticulous approach to tasks

- Professional demeanour: A warm, welcoming and professional manner
- Problem-solving: Demonstrated ability to handle difficult situations and provide excellent service under pressure.
- Hospitality or reception background: Experience in customer-facing roles, such as reception, hospitality or retail is a plus!

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

Complete our STEP application form by 5pm on Sunday 30th March 2025, you can upload video or audio responses.

[STEP application form](#)

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/programmes/step>



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