

ROLE	Arabic Speaking Audio Producer
BASE LOCATION:	London
AVAILABLE:	Immediately
REPORTING TO:	Production Manager
CLOSING DATE:	28 th June 2019
WORKING DAYS:	Between 2 and 5 days a week

The role:

Create is looking for an Arabic speaking Audio Producer to join the team in London. They will work across audio projects, working with the Production Manager and the audio team on live projects, including DAB radio station projects and original podcasts. They will be responsible for ensuring the day-to-day tasks are completed and ensure that productions are delivered on time and to a high quality. Primarily, you will need to be super organised and creative, be able to work at speed in a busy environment and sometimes under time pressure with key deadlines.

About Create:

Create is a global production company with offices in London, Vienna, Madrid, Sydney and new for 2018, Hong Kong. It produces audio and video content and builds and manages experiential events and exhibitions for blue-chip companies. Its clients are media owners, media and creative agencies and direct clients. Create has been providing first class solutions for clients since 2010 and has established a long-term customer base and operations across multiple markets. View more at www.createproductions.com

Responsibilities:

- Working across a new Arabic speaking DAB radio station. Working with presenters and the production team to ensure the daily output is of the highest quality.
- Assistant with the audio team on other projects including national DAB radio station Fun Kids and working to create and produce new original podcasts.
- Contribution to the objectives of the Company.

Skills:

- Experience of audio production - either on a professional or student level.
- Competent in using Adobe Audition audio-editing software.
- Competent in using a variety of office-based software; e.g. word, excel, keynote, powerpoint.
- Creativity to be able to contribute new ideas and solutions.
- Attention to detail: high-standards of care and effort taken.
- Able to multitask and work on numerous projects and tasks simultaneously.
- They will be able to apply common sense and make decisions when delegated tasks.
- Excellent communication skills in order to be an effective team player, working with colleagues, clients and suppliers to ensure tasks and projects run smoothly

Remuneration Package:

- Basic salary - dependent on experience
- 28 days holiday – (including Christmas Holiday break of 3 days) plus All Public Holidays
- Company Pension Scheme

If you're interested, please email your CV and a covering letter to explain why you are the right person to join the team at Create. Applications closing date is 28th June 2019.

Applications should be made by email and sent via **Mark Heads at Create** mark.heads@createproductions.com