

ROLE	<b>Audio Production Assistant</b>
BASE LOCATION:	London
AVAILABLE:	Immediately
REPORTING TO:	Production Manager
CLOSING DATE:	30 <sup>th</sup> September 2022

**The role:**

Create is looking for an Audio Production Assistant to join the team in London. They will primarily work across audio projects, working with the Production Manager and the audio team on live projects, including national DAB radio station Fun Kids 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. The role may also require video and event project support to help manage live projects across the company.

**About Create:**

Create is a global production company with offices in London, Vienna, Madrid, Hong Kong and Sydney. 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](http://www.createproductions.com)

**Responsibilities:**

- Working across national DAB radio station, Fun Kids. Working with presenters and the production team to ensure the daily output is of the highest quality.
- Working with the audio team to create and produce new original podcasts.
- Working with the wider team to create and research ideas for video and event projects.
- Acting as a Production Assistant on video and event projects when necessary.
- Contribution to the objectives of the Company.

**Skills:**

- Experience of audio production - either on a professional or student level.
- Experience of video and event product is preferable but not a necessity.
- Competent in using Adobe Audition audio-editing software.
- Experience in using radio play-out software is preferable but not a necessity.
- 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 30<sup>th</sup> September 2022.

Applications should be made by email and sent to **Mark Heads** at **Create** [mark.heads@createproductions.com](mailto:mark.heads@createproductions.com)