



Production Assistant

About Us:

We're a production company and creative content partner. We specialise in combining expert production with agile execution to bring ideas to life. With over 15 years of experience, we work alongside agencies, brands, and businesses worldwide to create content that's impactful and purposeful. Collaboration is at the heart of everything we do.

Our goal is simple: to produce content that resonates with audiences and delivers results. Expert production. Agile execution. These core principles guide us through every project, ensuring that we approach each one with the right balance of creativity, strategy and precision. Based in Liverpool, our team of 35 passionate professionals are always ready to adapt, innovate, and push boundaries. Together, we're committed to bringing ideas to life and delivering work that truly makes a difference.

The Role:

We're looking for a proactive and organised Production Assistant to support the production team across all stages of a project, with a strong focus on pre-production and shoot support. This is a hands-on role, ideal for someone looking to grow within a production team and gain experience across a variety of commercial sector shoots including sport, fashion and lifestyle. You'll work closely with members of the Production team to help ensure productions run smoothly and efficiently.

Key Responsibilities:

- Support across pre-production, shoot days and post-shoot wrap
- Assist with production administration including schedules, crew lists and shoot documentation
- Help prepare and distribute call sheets and production paperwork
- Support completion of risk assessments and health & safety documentation
- Assist with shoot logistics including travel, accommodation, transport and locations
- Help organise, collect and return kit hire and production equipment
- Support sample management (wardrobe, props and products) when required
- Liaise with freelancers, suppliers and vendors as directed by the production team
- Support music and voice-over bookings including scheduling and paperwork
- Provide on-set support to crew, talent and clients
- Ensure production paperwork is completed, filed and organised post-shoot

What We're Looking For:

You're reliable, proactive and highly organised, with a genuine interest in production and a strong desire to learn. You're happy getting stuck in, supporting the team wherever needed and taking pride in keeping things running smoothly behind the scenes.

You communicate clearly, stay calm under pressure and can juggle multiple tasks without losing attention to detail. You're comfortable working to tight deadlines, adapting to changing plans and supporting busy shoot environments with a positive, can-do attitude.

You're keen to build a career in production, understand the importance of preparation and professionalism, and want to develop your skills across a wide range of shoots and clients.

Qualifications & Experience:

- Previous experience as a Production Assistant, Runner, or relevant production training
- Strong interest in football, fashion and commercial production
- Excellent organisational and communication skills
- Ability to multitask and work well under pressure
- Strong attention to detail and reliability
- Willingness to work flexible hours, including early starts and shoot days
- Full UK driving licence

Good To Know:

Location: Liverpool (Knowsley) with occasional travel

Type: Full-time/Freelance (project-dependent)

Salary: DOE

Reports to: Production Manager

All candidates must have the right to work in the UK.