

Job Title	Project and Marketing Assistant
Location	Bristol-based (at our office in Spike Island)
Start Date	November 2021
Salary	100% of the National Minimum Wage (or the National Living Wage depending on age).
Contract	Contract 6 months
Hours	25 hours per week – flexible hours and some working from home possible.
About us	<p>Calling the Shots is a Bristol-based film company with a reputation for film production with emerging creatives. Founded in 1998, we have wide experience of programme-making and project design for clients in the broadcast, online, animation, corporate and educational sectors. CTS has recently been responsible for production programmes aimed at 16-30 year olds, Random Acts South West for Channel 4 (2015-2018) and New Creatives SW for BBC Arts (2019-2021). We have built many successful partnerships with national and local organisations like the University of Bristol, Arts Council England, Aardman, the BFI, Watershed and produced AHRC projects like Animated Thinking (BBC Arts), REACT (The Future Cemetery) and Connected Communities (Know your Bristol).</p>
Job	<p>CTS is looking for a Project and Marketing Assistant to help our small team with a series of tasks relating to the development, distribution, and marketing of our projects. Responsibilities will include data entry, preparation of marketing materials, the consolidation of company online profiles, liaison with writers and artists, reading and reporting on scripts and creative documents and assistance with general office tasks.</p> <p>We are looking for someone who is passionate about film and TV and who is as excited as we are about telling untold stories from emerging voices in the industry. CTS has always championed new filmmakers and artists from different demographics and backgrounds, and we want to work with someone who shares our vision. You will be a motivated, organised and positive individual with excellent communication skills. You should be proactive and enthusiastic to undertake a variety of tasks with responsibility.</p> <p>You will receive training and support throughout the placement. You will develop your knowledge and transferable skills, as well as being introduced to a large network across the industry that will enhance your employability and industry skillset.</p> <p>CTS is striving to be an equal opportunities employer and positively encourages applications from potential colleagues of all backgrounds, abilities and cultures.</p>

Responsibilities	<ul style="list-style-type: none"> • Prepare Content for social media and online • Assist Marketing Officer to support online (and offline) marketing • Curate company online profiles (IMDB etc) • Read through scripts and project outlines • Attend company editorial meetings • Assist with general office tasks (data entry etc) • Assist on CTS course delivery
Essential Skills	<ul style="list-style-type: none"> • Creative and Visual thinking • Great organisational and communication skills, including strong written English • Passion for film and the creative industries • Desire to help emerging talent and creatives • Ability to work on own initiative and be proactive • Good record-keeping skills • Excellent time management • Attention to detail
Desirable Skills	<ul style="list-style-type: none"> • Knowledge of Microsoft Office 365 (Outlook, Sharepoint) • Script Reading and writing script reports • Experience of filmmaking / production • Experience of working with young people (16-30s) • Basic creative and design skills (e.g. Adobe Creative Cloud) • Experience in marketing, from social media promotion and creating Wordpress content to email outreach (e.g. Mailchimp)
Notes	<ul style="list-style-type: none"> • CTS is striving to be an equal opportunities employer and positively encourages applications from those from underrepresented backgrounds, abilities and cultures. We guarantee a first interview to our under-represented groups who meet our minimum requirements.
Deadline and Interviews	<ul style="list-style-type: none"> • Deadline: 20/12/21 • Interviews: January 2022
Applications to:	<ul style="list-style-type: none"> • Please send a cover letter and CV to jeremy@callingtheshots.co.uk