

# PRODUCTION ASSISTANT

We are searching for a dynamic and proactive Production Assistant to join our vibrant design agency. If you thrive in an organised and energetic environment, this internship opportunity is for you! As a Studio Assistant, you will play a pivotal role in supporting the production of awe-inspiring brand activations and experiential events for our prestigious clientele. Get ready to immerse yourself in the diverse perspectives of all departments involved in bringing our events to fruition!

You'll work across all key functions of the business (Creative, Production and Studio teams) and will become familiar with a project's lifecycle from start to finish and providing crucial support for each step of the process. From circulating initial thought shower notes to ensuring production elements are ordered through to making sure boxes of props are packed and ready for site! You'll be an operational master, ensuring the smooth running of the in-house process from conception to fruition.

This role is perfect for anyone wanting to explore the world of events and get a taste of all the different factions that help turn briefs into brilliance while also taking on significant responsibility in supporting the running of the studio. This role will provide the foundations needed for entry into the Experiential world!

## ABOUT US

We are a new-generation, multi-discipline, experience design studio... and if you were wondering what that means; well, we create brand experiences which dabble in food and drink, crafts, set design, aquatic plants, sandcastles, flower pressing, glass blowing (you get the idea) to build unique experiences, that matter.

We do not believe in "one size fits all" propositions and think that good design doesn't always have to be serious to get serious results.

We work with commercial brands to produce experiences which crescendo their marketing calendars. We love what we do, and that passion shows right through the design process and into all physical touch points. We join the dots between an array of talented people to create immersive experiences, whether that's a mailer on your doorstep, a VIP retail workshop or an all singing all dancing event! Our clients include big names such as John Lewis, Boots, Longchamp, Rimmel, NYX and Selfridges.

We are a young team based in Central London who put people first and promote a friendly atmosphere. We work hard, we've got each other's backs, we like to have a laugh, and ultimately, we are looking for strong teammates who are looking to build upon the successes we have already had and takes us to new lofty heights!

Heaps + Stacks is an equal opportunity employer, committed to creating a diverse, neurodiverse and inclusive environment, where all applicants will receive equal consideration regardless of race, ethnicity, religion, gender, sexual orientation, age or disabilities.

We are SO proud to be B Corp certified. We are part of a growing group of companies championing conscious business practices by prioritising purpose as well as profit. B Corp (in a nutshell) envision a global economy that uses business as a force for good! Pushing for positive change has been a critical part of our company's growth and success – if we can make it better, more robust and more green - we will. Now we are certified our aim is to be the very best creative partner for brands that want to achieve fabulous creative but not at the earth's expense.

## OUR VALUES

- **IMAGINATION** - We dream big.
- **JOY** - We believe in the power of fun.
- **PROGRESSION** - We never stand still.
- **CARE** - We are considered.

### WHO YOU'LL BE WORKING WITH:

- Line manager: as a Production Assistant Intern, you will report to one of our Producers
- Support Buddy: Member from the production team and creative team
- Working with internal designers, creatives, producers, designers, and external suppliers.

### WHAT'S EXPECTED:

Your duties will include but not be limited to the following:

- Supporting producers on project planning of events
- Maintain and build vendors, suppliers & sustainability databases.
- Liaising with vendors and suppliers
- Administrative support for preparing events, including booking cabs and couriers, processing invoices, updating spreadsheets and maintaining contact with relevant vendors.
- Administrative tasks within the team: circulating notes and organising files
- Researching venues and spaces
- Support the production team with pre-packing for events, packing production boxes and ordering kits & supplies (as well as the reverse when coming back from live jobs)
- Support on site could inc; displaying props, ordering lunches, ordering couriers and other various key tasks
- Supporting in studio storage organising and charity shop drops
- Supporting creatives on project planning of events
- Support thought shower sessions between Creative and Production departments
- Creative support, including prop sourcing and cost tracking
- Complete pre and post-event administrative tasks on and off-site, including setup, pack down, dismantling equipment, re-setting production boxes, booking waste collections, returning equipment or taking items to charity shops, etc
- Support the team by undertaking various tasks and running administrative errands
- Supporting the marketing team with social media planning

### Studio Support

- Supported the Studio Manager with daily office administration as required, organising team breakfasts and lunches, social trips and studio snacks
- Support in booking and setting up meeting rooms (external and internal)
- Chasing any missing VAT receipts
- Scheduling internal meetings and taking and circulating notes
- Maintain a tidy, clean studio environment

### SALARY & TIME COMMITMENT

This role is predominately studio-based, and we are looking for someone to work 4 days per week. This will be a 3 month internship, to be reviewed at the end of the first month. We do imagine this role to require 4 days physically in the office unless otherwise agreed.

Your time will be split between 85% supporting producers and the creative team and 15% supporting the Studio Manager.

The Internship would be paid at London Living wage. This role may also require flexibility, including evening and weekend commitment to support live events.

## WORKING WITH US:

To enjoy your role and to succeed here, you need to be able to work at a fast pace and love a busy, ever-changing environment. The industry is non-stop and our goals as a company are big – which we love! Change is a certainty – you'll need to be comfortable and happy to adapt and be agile. We want you to challenge the status quo, innovate and be open to trying new things. We're always pushing boundaries. We empower our people, giving them freedom and autonomy to learn and grow in their roles. We're a passionate, agile and creative team.

## MORE ABOUT YOU:

- A collaborative approach to projects.
- Attention to detail; a highly organised approach to your work.
- Proactive; always looking to support others and jump in when needed.
- Any outside interests in illustration, arts, project management or marketing.
- Have an interest in sustainability, materiality and look at experience production with a future focused and environmental lens.

## WHAT YOU MIGHT HAVE DONE BEFORE:

To be considered for this position we are looking for candidates who have a passion for the creative industry and most of all have a winning attitude and energy!

## TO APPLY:

- Please send a video application to [recruitment@heaps-stacks.com](mailto:recruitment@heaps-stacks.com) (please only submit a video of a maxim length of 2 mins) answering the following questions;
  1. What do you love about H&S?
  2. What are three things you'll bring to the role?
  3. What would you get the most out of time during your time with us?

**DEADLINE FOR VIDEO APPLICATION:** Tuesday 16th April 2024

**INTERVIEWS:** We will be conducting in-person interviews on Wednesday 24th April 2024 at our studio in Wandsworth, South London

**START DATE:** We're eager to have someone join us in early May, although it's not mandatory, it's our preferred start date