



Assistant Story Features

Based at the IBC, working with the Story Feature Crew Management Team.

Duties

- All administrative duties necessary for the management of the ENG Teams spread throughout Russia
 - Budget updates on expenses
 - Research ideas for story filming
 - Help organising story filming (liaising with local people, organising filming authorisations, sourcing talents or any specific requirements ordered by the Story Feature Team)
 - Deal and manage paperwork for filming
 - Support the liaison between the Story Feature Production Team and the HBS Core Team ENG Production Coordinator for all logistics issues, etc.
- Providing support to the Feature Crew Production Team at the IBC
 - Scripting
 - Translating Russian speaking interviews
 - Logging
 - Scheduling

Skills

- Very good English
- Computer skills (Microsoft Office package, particularly Windows, Excel & Outlook)
- Good translation skills (from Russian to English)
- Production knowledge
- Organised, autonomous, confident, good communication skills
- Team player