

Job Title:

Assistant Producer

Job Description:

Pre-Production

- Support producers with research, story development, budgets, and schedules.
- Assist with story ideas, pitches, pitch decks, sizzles, and written materials.
- Coordinate communication between producers and the internal team or stakeholders.
- Assist with pre-interviews and screening of potential contributors.
- Build and maintain relationships with key contacts in the industry.
- Manage and oversee production assistants or interns, delegating tasks and providing guidance and support as needed.

Production

- Support producers during filming to ensure shoots run smoothly.
- Assist on set with logistics, crew coordination, talent support, and documentation.
- Help manage production paperwork, including permits, contracts, and releases.
- Remain organised, adaptable, and responsive to changing production needs.

Post-Production

- Support post-production scheduling and workflows with producers and editors.
- Distribute edits for review, track feedback, and coordinate revisions.
- Assist in implementing notes and maintaining clear communication across teams.

Requirements:

- Bachelor's degree in film, communications, journalism, or a related field.
- 1+ year of experience in a production-related role.
- Excellent organisational and time-management skills, with the ability to handle multiple tasks and meet tight deadlines.
- Detail-oriented, proactive, and able to solve problems calmly in fast-paced environments.
- Comfortable working collaboratively with producers, directors, writers, and crew.
- Willingness to travel internationally and work long or irregular hours when required.
- A genuine interest in storytelling, with curiosity around journalism or investigative-led content.
- Experience with camera equipment or basic editing software.

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Job Title:

Producer

Job Description:

Pre-Production

- Lead the development of projects from early concept through greenlight, including story development, research direction, budgets, and schedules.
- Lead with story ideas, pitches, pitch decks, sizzles, and written materials.
- Conceptualise and write stories, segments, and episodes.
- Act as the main point of contact between internal teams, contributors, and external partners. Work with writers, directors, and creative teams to shape narratives and pitches.
- Oversee pre-interviews, contributor casting, and access, ensuring editorial integrity and legal readiness.

Production

- Oversee day-to-day production operations to ensure shoots run smoothly, safely, and on schedule and within budget.
- Manage logistics, crew coordination, talent needs, and problem-solving on set.
- Ensure all production documentation (contracts, permits, releases) is accurate and completed on time.
- Make real-time decisions to adapt to changing production needs while protecting editorial intent and budget.

Post-Production

- Lead post-production workflows, including schedules, deliverables, and editorial priorities.
- Work closely with editors, directors, and stakeholders to review cuts, consolidate feedback, and guide revisions.
- Ensure final outputs meet creative, technical, and delivery requirements across platforms.

Requirements:

- 4–6 years of experience in production or a related media role, with end-to-end project ownership.
- Strong storytelling instincts and experience working on factual, documentary, or content-led productions.
- Proven ability to manage budgets, schedules, and multiple workstreams simultaneously.
- Confident communicator and collaborator, comfortable leading teams and liaising with stakeholders.
- Calm, solutions-driven approach in fast-paced or unpredictable production environments.

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Job Title:

Scriptwriter

Job Description:

- Develop scripts and narrative structures for documentary projects across development, production, and post-production.
- Work closely with producers, directors, and editors to shape story, tone and editorial direction.
- Write and revise narration, treatments, outlines, and interview frameworks based on research and evolving paper edits.
- Support story development through research, transcript review, and script revisions.
- Incorporate feedback and revisions while meeting production timelines and editorial standards.

Requirements:

- Strong documentary storytelling skills, with a clear sense of narrative structure, theme, and character development.
- Excellent research and fact-checking abilities, including working with interviews, archives, and primary sources.
- Strong writing and editing skills across scripts, narration, treatments, and development materials.
- Collaborative and adaptable, comfortable working closely with directors, producers, and editors across multiple projects.
- Highly organised, proactive and able to manage complex story materials.
- High emotional intelligence and sensitivity in portraying real people and lived experiences.

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Job Title:

Editors

Job Description:

- Edit long-form and short-form documentary content, shaping strong narratives from interviews, observational footage, and archival material.
- Work closely with producers, directors, post-production coordinators and the editorial team to develop story structure, pacing, and tone.
- Assemble rough cuts, fine cuts, and final cuts in line with creative direction and delivery timelines.
- Integrate archival material, graphics, subtitles, and sound elements into the edit.
- Manage feedback and revisions across multiple cut rounds while maintaining narrative clarity and editorial intent.
- Organise and maintain project files, media, and version control throughout post-production.
- Prepare final deliverables according to technical and platform requirements.

Requirements:

- Proven experience editing documentary, factual, or story-driven content, including series or long-form projects.
- Strong storytelling skills, with the ability to shape narrative from unscripted material.
- Proficiency in Adobe Premiere Pro, Final Cut Pro, or equivalent professional editing software.
- Solid understanding of pacing, structure, and emotional tone in long-form storytelling.
- Experience working with archival footage and mixed-format media.
- Familiarity with basic sound editing, subtitles, and colour workflows.
- Comfortable collaborating with producers and directors, and responding constructively to feedback.
- Highly organised, with strong attention to detail and good file management skills.
- Ability to manage deadlines and multiple revision rounds in a production environment.

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Job Title:

Motion Graphics

Job Description:

- Support the creation of engaging visual content across our productions, translating creative briefs into clear, well-crafted motion graphics that support storytelling across multiple platforms.
- Design and animate 2D motion graphics, with opportunities to explore 3D elements.
- Adapt and repurpose motion assets for social media, presentations, educational content, and marketing materials.
- Prepare, organise, and export assets to meet technical and delivery requirements.
- Implement feedback and revisions collaboratively with the art director and production team.

Requirements:

- 2–4 years of experience in motion graphics or a related role.
- Strong fundamentals in motion design, typography, and composition.
- Proficiency in Adobe After Effects and supporting design tools, such as Adobe Illustrator, Photoshop, InDesign, Cinema 4D, Blender, and more.
- A collaborative mindset, good organisational skills, and attention to detail.

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