

DiVA KICKSTART PLACEMENTS

ABOUT THE PROGRAMME

The [Kickstart Scheme](#) is a government-funded programme that supports the creation of six months paid work placements for young people aged 16-24 years of age.

CAN I APPLY?

To be eligible for the scheme, you must be

1. unemployed, and;
2. aged 16-24 and;
3. in receipt of Universal Credit.

If you **do not meet** all of the criteria listed above, **you are not eligible** for the Kickstart Scheme.

HOW DO I APPLY?

To apply for a Kickstart Job Placement, you must speak to your jobcentre work coach and ask them to refer you for the job placement(s) you are interested in quoting the following:

- DiVA Kickstart Gateway Number: KSFEA5953D
- The name of the employer,
- The postcode for the vacancy
- The job title

Neither the employer nor DiVA can accept direct applications. You will have to apply directly via your jobcentre work coach.

WHAT PLACEMENTS ARE AVAILABLE?

A list of the companies and job descriptions can be viewed below. You can apply for as many placements as you like.

Company Name: Abundant Life Housing Services Limited

Kickstart placements: One

Job title 1 – Accounts Assistant – Your role will be to deal with tenants, call and write to them about rent arrears. Prepare rent statements, post bank statements into quick book. Reconcile quick book accounts. Do VAT returns. Prepare budgets on Excel sheet, prepare landlord statements, send out service charge bills, pay contractors and deal with invoices, do payroll, manage petty cash and other day to day financial tasks and administrative duties.

Workplace address for all Job Placements: 9 Campbell Road, London, E15 1SY

Company overview: Abundant Life Housing Association Limited operate for the relief of poverty in south London by providing and assisting in the provision of permanent and

temporary housing for the homeless and providing permanent rehabilitation for ex-offenders and drug addicts.

Closing Date: 17th October 2021

Company Name: Abundant Life Recording & Entertainment

Kickstart placements: Eight

Job title 1 – Administrative Assistant – Your role will involve registering catalogue with collecting societies, planning and working with Live events, posting on social media. Catalogue (film and music) and events promotion and providing administrative support to the Project Coordinator and Company Director.

Workplace address for all Job Placements: 9 Campbell Road, London, E15 1SY

Company overview: Abundant Life Recording & Entertainment Company consists of 4 different arms: Zoe Records, Zoe Films, Zoe Gospel Promotions and Zoe Radio. Zoe Records is the premier black gospel record label. We are set up to build and support the UK gospel music industry by adding to the body of British gospel music available and developing artists. Zoe Film & Drama is our film company showcasing Black British culture and faith. Zoe Gospel Promotions is set up to widen community participation and engagement. Zoe Radio is a syndicated radio show in UK, USA, and Canada.

Workplace address for all Job Placements: 9 Campbell Road, London, E15 1SY

Closing Date: 17th October 2021

Company Name: Air TV LTD – <https://airtv.co.uk/>

Kickstart placements: One

Job title – Runner– We are looking to recruit an enthusiastic and talented Runner to help with a wide range of duties, offering production support to our team. This could include helping our production teams when they're filming on location, working with editorial teams on programme content, supporting our office team with general administration and paperwork, and using editing software to copy, compile and prepare video files for our editors.

Company overview: Air TV is one of the UK's fastest-growing independent TV production companies. We make a wide variety of factual television programmes for multiple channels. These range from fast-paced "blue light" series following the emergency services, to history documentaries and feature programmes, including classic car series Bangers & Cash, which is the Yesterday Channel's most successful programme ever.

Our Team of around 25 talented programme makers is based in our bespoke production offices at Leeds East Airport, between Leeds and York.

Workplace address for all Job Placements: Air TV, The Yorkshire Studios, Hangar 3, Leeds East Airport, Busk Lane, Church Fenton, North Yorkshire, England, LS24 9SE

Closing Date: 17th October 2021

Company Name: AM Licensing – <https://www.am-licensing.com/>

Kickstart placements: One

Job title – Sync Coordinator Assistant - Employee will be assisting the Sync Coordinators with their duties The employee will assist the Coordinators with processing new music we

sign, ensuring contracts are signed, chasing up missing metadata and account management, updating details on our database. Sending emails on behalf of the sync coordinators to prospective clients introducing company services to the media industry. Assisting with social media content and scheduling posts across our social media channels General administration and attending weekly meetings with the team via Zoom. The employee will be working remotely from home.

Company overview: AM Licensing is a Music Licensing Company. We specialise in Sync, Music Licensing, Music Supervision and Clearance. We are based in the UK but are a global company. Our clients span from Europe, Canada, US through to Asia. We have been established since 2016 and regularly feature on the panels of prestigious music licensing conferences, such as; 'Reeperbahn Festival' in Berlin, A2IM (NY), Sync Summit (LA) and most recently AIM Sync (UK). Our most recent placements include, 'Monarca', 'Elite', 'La Vengaza De Mascarita', and 'Endless'. We do a lot of clearance work for major media clients in Asia and due to take on music supervision projects in a couple of months. Our database of music consists of EDM, Pop, RnB and Hip Hop mainly and also represent award-winning films composers and RIAA multi-platinum producers.

Workplace address for all Job Placements: Home-working

Closing Date: 17th October 2021

Company Name: Arts Digital LTD (**trading as Ted's List**) – <https://teds-list.com/>

Kickstart placements: Four

Job title 1 – Content Editor – We are looking for a Content Editor for our online brand, Ted's List, the go-to online community for people who need advice or reviews on anything related to music & instruments. Our mission is to 'Educate, Inform and Inspire the next generation of musicians with the highest quality and most authoritative content on the Internet. As a Content Editor you will be editing music-related content with SEO (Search Engine Optimisation) in mind and write original pieces of information as well as full-length articles for our website and newsletters. You will be responsible for monitoring SEO performance of articles and implementing improvements, exploring and gathering necessary information. comprehending it and members, especially those in marketing and take feedback from colleagues to re-work and update the content on an ongoing basis. The editing of documents for accuracy, clarity and formatting will be a frequent task as well as the analysis of documentation for effectiveness and improvements of text under SEO aspects. If you're passionate about music and media content creation, have excellent English skills and are looking to join an exciting company, then we'd like to hear from you.

Job title 2 – Social Media Executive – We are looking for a Social Media Executive for our online brand, As a Social Media Executive you will be overlooking some of our Social Media channels and support the content planning and scheduling for those. You will curate the comments and remove spam across all Ted's list's Social Media channels. As part of a team, you will be responsible for managing our Facebook community, engaging with other group members by creating captivating Social Media content. Fining influencers to collaborate with and supporting seasonal projects as well as monitoring campaigns will also be part of this job. You will work towards growth targets of our Social Media engagement and group

membership and get to know our potential customers – you'll make content and deliver posts that nobody will want to ignore. You will work hand in hand with other team members, especially those in Social Media marketing and take feedback from colleagues to re-work and update content on an ongoing basis.

Job title 3 – Video Editor/ Animator – As a Video Editor / Animator you will be passionate about video editing and/or animation and be designing and creating a variety of videos and animations for our website. You will be responsible for creating exciting video/animation content, and include innovative and creative ideas and designs in line with your brand guidelines. This includes finding relevant stock material, editing and optimising these for our publication platforms. You have a good knowledge of digital marketing platforms and channels and will work hand in hand with other team members, especially those in marketing and support them with necessary video and animation assets, adhering to our brand guidelines and create content that is attention grabbing and appealing to our audiences.

Job title 4 – Web Content and Youtube Manager – As a Web Content and YouTube Manager you will be uploading all of our exciting new content to the site, managing workflows in our project management software and be responsible for the content management on our YouTube channel. You will be responsible for ensuring content is uploaded in a timely manner and optimise processes where necessary. Learning different systems, software and technologies will be at the core and you will be required to detail, document and test bug fixes. As needed, you will be expected to translate designs/written requirements into functional systems and design and develop new features and functionality to our site. You will be working in a fast-paced environment and will be required to provide website development on an ad-hoc basis.

Company overview: Ted's List, is THE go-to online community for people who need advice or reviews on anything related to music & instruments. Our mission is to 'Educate, Inform and Inspire' the next generation of musicians with the highest quality and most authoritative content on the internet.

We create written article and video, all featuring professional musicians. Publishing and promotion is then carried out by our team with the key focus being on search engine optimisation, social media marketing and outreach to key partners with the arts sector. The business was founded by conductor, composer, pianist and producer, Robert Emery out of a desire to help fellow musicians affected by lockdown by employing them as expert writers and presenters, and also to inspire the talent of tomorrow by creating the on-line 'bible' of information for learning to play any musical instrument.

Workplace address for all Job Placements: Home-based

Closing Date: 17th October 2021

Company Name: BeechtoBeach LTD – <https://beechtobeach.com/>

Kickstart placements: One

Job title 1 – Production Assistant - As Production Assistant you will support the marketing, administration, and social media around these courses. You will set up and run an online bookings system, create a database of current and past trainees and send out regular Mailchimp communications to promote our ongoing training offer. When courses are

running you will gather information about participants and communicate with them about what they need to do to prepare for training. You will also send out training support materials after they have completed their courses. You will be a key point of contact for trainees. Once face-to-face training is possible again, you will research suitable venues for hosting workshops, manage venue bookings and ensure the set-up is correct on the day with a checklist of kit and accessories needed to support the training. You will also be on hand to support trainees directly. You will be expected to undergo the phone film and edit training yourself and learn about the apps, kit and story-boarding techniques that are necessary to make phone films successful. Your creative ideas and input will be valued. You will also help to publish and respond to social media content on platforms such as Facebook, Linked In, Instagram, Twitter and TikTok. You will be working in a small team which includes a former TV producer, a videographer and film editor and freelancers who are expert in technical and creative aspects of film making. You may be asked to support other film productions if there is time between Smartphone film workshops. This could involve you doing research, creating information and contact details for shoots or assisting on a shoot by managing kit, or if you want to learn about filmmaking, doing some support sound or camera work.

Company overview: Beechtobeach, an Arundel-based media production company, is creating a new role to support its expansion into training people to make professional-quality films on their smartphones.

Workplace address for all Job Placements: Office 3, 51 High Street, Arundel BN18 9AJ and a mix of Home-working.

Closing Date: 17th October 2021

Company Name: Blackstar Agency – <https://blackstaragency.com/>

Kickstart placements: One

Job title – Team Intern - As We are looking for a general Team Intern. The successful candidate will work across all teams within the agency including across social media, digital, campaign, creative and operations supporting in the delivery of successful marketing campaigns for Blackstar's extensive roster of artists.

Creative:

- Supporting creative pitch generation
- Actively contributing the creative ideas documents
- Isolating and collating relevant assets from sharing folders provided by clients
- Attending and contributing to creative workshops and brainstorming
- Basic cutdown and image edits (if required and experience/skills dictates)
- Studio support - organising equipment, charging equipment, set up and pack down support
- Supporting creative reporting - asset delivery numbers etc

Social Media:

- Social Scheduling
- Copywriting for posts
- Pitch Creation
- Ideas Generation

Digital:

- Digital Health Checks
- YouTube audits
- Updating stat reports
- Updating ad plans

Campaign:

- Completing release day checklists
- Helping with ideation
- Ensure client assets and information is downloaded and stored across our systems and docs

Operations:

- General office administration duties

Company overview: Blackstar London is a boutique creative & marketing agency for the music industry. We specialise in building innovative campaigns for artists including campaign management, digital marketing, social management & creative direction with offices in London & Los Angeles.

Workplace address for all Job Placements: Unit S41, Pop Brixton, 49 Brixton Station Road, London SW9 8PQ

Closing Date: 17th October 2021

Company Name: Chalk Productions – <https://chalkproductions.co.uk/>

Kickstart placements: One

Job title – Junior Researcher - As part of a highly creative production team you will identify, research, and develop ideas and content, often to tight deadlines. You will contribute to the delivery of content and provide support across all output as required. The role will involve tasks such as factual research, generating new ideas, contributing to brainstorming, admin, and organisational support, writing research notes, picture research, writing emails, creating social media content and making phone calls for research and access, helping to design treatments and potentially assisting on shoots. The candidate will also be involved in setting up and managing a number of small creative ideas groups from diverse groups, developing new story ideas. This opportunity will offer the employee a chance to develop ideas and see how programmes are made from start to finish. They will gain contacts within the industry, research skills, support and experience to help develop a career in TV production. The role will be primarily remote but there will be some travel involved to filming locations and the

main office in Lewes. We are committed to creating an inclusive workforce, by reflecting and representing the diversity of the UK. Shortlisted candidates will be asked to prepare a short presentation on a story idea.

Company overview: Chalk Productions is a new Independent production Company with a number of pitches in development at the moment. We make Factual and documentary series which seek to tell original stories through diverse voices.

Workplace address for all Job Placements: Cedar Cottage, Kingston, BN7 3LW and a mix of home-working

Closing Date: 17th October 2021

Company Name: Clear Cut Productions– <https://www.clearcut.cc/>

Kickstart placements: Five

Job title – Television and Post Production Trainee - To be an integral part of an exceptional client service team, welcoming all clients and guests. Providing them with a service that is second to none. Assisting with any tasks needed to facilitate the smooth running of all projects from start to finish. This role is integral to the business as it acts as a support function to all departments as well as our clients. Duties will include but are not limited to the following. You will be provided with training on all our software and processes. Covering reception and duties associated with that. always Maintaining a professional and friendly manner. Providing Library assistance through a good working knowledge of drives, media formats, workflows and projects. Keeping all our areas clean and hygienic, tidy and presentable, organising regular clears and checks as needed. Providing refreshments at regular intervals throughout the day to provide our clients with excellent customer service (Subject to Covid regulations). Prepare and clear rooms to meet the client's bookings, in a timely and careful fashion, according to ScheduAll, Producer instructions and company guidance .

Company overview: Clear Cut Group comprises four companies: Clear Cut Pictures, The Edit Store (acquired by Clear Cut Pictures in January 2019), Clear Cut Nations & Regions (providing post production outside the M25), and ClearMotion (for VFX). The business is renowned for providing highly creative post-production to a wide range of broadcasters and production companies.

Workplace address for all Job Placements: 1 of the 3 Clear Cut Group London Sites, Location 1: 44-48 Bloomsbury Street, London, WC1V 3QA. Location 2: 1 Springvale Terrace, London, W14 0AE. Location 3: 37-38 Newman Street, London, W1T 1QA

Closing Date: 17th October 2021

Company Name: CNN – <https://edition.cnn.com/>

Kickstart placements: One

Job title – Sports Researchers (Digital Sport) - In this role, you will assist in overseeing the CNN sport social media accounts. You will also learn the journalism process and how we

treat stories, including researching and fact-checking for distinctives, pitching ideas, and helping other team members on their stories. You will also help the sport team look after admin. Throughout the placement, you will also receive internal and external training such as Google Digital Garage courses and talks via The Dots. By the end of the internship, you will have created a story which you will have worked on from start to finish, incorporating everything you have learned.

Company overview: CNN is a major global pioneering news channel which has been at the forefront of news reporting for over 30 years. Its two dozen branded networks and services are available to more than 2 billion people in more than 200 countries and territories. It reaches 100 million households in the U.S. and CNN International reaches more than 293 million households around the world.

Workplace address for all Job Placements: 160 Old Street, London, EC1V 9BW,
Homeworking Until Government and Company guidelines state it safe to return.

Closing Date: 17th October 2021

Company Name: DiVA Apprenticeships – www.divaapprenticeships.com

Kickstart placements: One

Job title – Project Administrator- Are you looking for a role where no two days are the same? A role which is varied, that allows you to get involved in projects, speak to clients, and be the main point of contact for incoming queries? Do you want to be in a role that is having a positive impact on the lives of others? If you've answered 'yes' to the above, this role could be what you're looking for. As a Project Administrator: You will provide admin support to the Project Coordinator(s). Issue and collate all the information we need from employers and young people (E.g grant release forms, learner registration forms, employer agreements. You'll be taught how to register candidates and employers onto our Customer Relations Management (CRM) system, which you will then be responsible for keeping up to date daily. Register financial information and raise draft invoices. Register new learners with the Department for Work and Pensions (DWP). You'll handle incoming calls and figure out creative solutions that solve client problems. Respond to email inquiries in a timely manner, forwarding emails to the relevant staff members and General Office Administration. This is not your average admin role. There will be other bits and pieces you will be involved in - we're a small team and during our busy times we always help one another out.

Company overview: DiVA Apprenticeships is a recruitment and training organisation specialising in helping first and second jobbers start and develop their careers in some of the leading brands in the entertainment sector – from Film, TV and Music.

Workplace address for all Job Placements: Unit 221, Stratford Workshops, Burford Road, London, E15 2SP

Closing Date: 17th October 2021

Company Name: Spore London (trading as Codec.ai) – <https://www.codec.ai/>

Kickstart placements: One

Job title – Operations Assistant Trainee - The Operations Assistant Trainee will support the Executive Assistant and Client Services team within the business. The role will be home working based with some requirement to travel to co-working space in Central London to meet with colleagues and get to know the team. Key responsibilities for the role will include; helping keep all our company policies updated, updating team trackers in the business, helping organise social events for the team and coordinating internal and external client meetings. You will also work alongside the Client Services team, working across accounts including Pepsi, L'oreal and Unilever with responsibility for gathering research and data, project administration for the Client Services team, helping update client trackers on a weekly basis, setting up new client projects, and updating the Managing Director on these. People are very important to the Codec team, so you will be responsible for the upkeep of our HR information system, will work with the people team to build a culture calendar across a range of events and initiatives, coming up with new ideas to keep the team motivated and well from organising yoga sessions through to team monthly socials. You will also work with our recruitment agencies, brief them on new roles coming into the team and liaise with the internal Codec teams, helping them shortlist candidates and schedule interviews. We have a number of internal spreadsheets and systems, so you will be responsible for making sure everything has been filed in the right places, keeping company information sheets up to date, sending internal emails and communications and general admin duties to support the wider team. We're in the middle of organising new office space post pandemic so you will be responsible for helping us plan and maintain a high standard office environment, ordering stationery, office supplies for the wider business and assisting with the health and safety for the office.

Company overview: Codec is a cultural intelligence platform. We apply science to culture using AI to group mass audiences into meaningful cultural communities, linked by shared leaders, interests, and identity, these are called tribes. Our clients select 'tribes' that speak best to their products and use them to inform brand strategy, content creation, to build their own brands. There are 28 people in the Codec team, roles range from data analysts, developers and customer success managers who work directly with our clients. There is a small operations team of 2, the trainee will sit within this team and work across the business.

Workplace address for all Job Placements: Home based with some travel to a co-shared space.

Closing Date: 17th October 2021

Company Name: First Access Entertainment – <https://www.faegrp.com/>

Kickstart placements: Two

Job title 1 – Marketing Assistant - The purpose of this role is to support the marketing team with general tasks to ensure that opportunities are maximised for clients. As the Marketing Assistant you will be required to schedule meetings, create zoom invites, send

updates to wider teams internally and externally. You will join weekly label meetings and team brainstorming and take meeting notes. You will be expected to make a positive contribution to the team by creating weekly case study reports into interesting projects, analysing what is working for them and flagging key learnings from each project. There will be an opportunity to get involved with specialist projects such as merchandise and contributing towards ideas and strategy for direct-to-consumer opportunities. Other key duties include compiling expenses, creating and maintaining one-sheets for artists and budgets for photoshoots and music videos. The successful candidate will have access to a lot of privileged data and information that must be treated with the strictest confidence. By the end of the placement the candidate will have a strong understanding of how a marketing department operates and they will have developed their presentation and analytical skills.

Job title 2 – Operations & Office Assistant - This role will work in a new division of the company, working on a new sustainable underwear brand. The primary function of this role will be to help fulfil online sales, respond to customer enquiries and provide general administrative support to the founder. Based in the office in Hammersmith, you will be required to process expenses, keep track of stock, materials and shipments as well as overseeing the mailing list. This role may suit someone who wishes to pursue a career in operations. During the six-month placement you will gain a greater understanding in sales, fulfilment, the process of importing and exporting goods, marketing and the general start-up process. The successful candidate will have access to a lot of privileged data and information that must be treated with the strictest confidence.

Company overview: FAE is a multi-faceted, forward thinking entertainment company centred around the ever-changing face of youth culture. Operating in all areas of entertainment, talent, branding, creative rights ownership and management. FAE is at the forefront of innovating the development and rights management of youth culture business.

Workplace address for all Job Placements: Grove Studios, Adie Road, London, W6 0PW

Closing Date: 17th October 2021

Company Name: Futureproof Music LTD – <https://www.futureproofpromotions.com/>

Kickstart placements: Two

Job title 1 – Promotions Assistant - We're looking to create an additional role as a Promotions Assistant working alongside the current team, securing airplay on radio stations, playlist placements on digital streaming services & coverage in printed & online media. They will report to the MD Phil Legg who will oversee the position on a daily basis giving training (where needed). The person will gain hands-on experience in working as part of a team on promotional campaigns for independent music releases + associated digital marketing practices. They will also gain experience in social media management (creation & scheduling) on the following platforms: Facebook, Instagram, Twitter, Google, LinkedIn + YouTube, Soundcloud & Mixcloud. We have consistently taken on young people at Futureproof over the years who have gone on to hold key positions in marketing, sync licensing & other

departments at Warner Music, Sony, E-One, Universal plus journalists who now contribute to top music publications like DIY, Dork + Loud & Quiet

Job title 2 – Music Marketing Assistant - We're looking to create an additional role as a Promotions Assistant working alongside the current team in our office at W11 1EQ, pitching for airplay on radio stations, playlist placements on digital streaming services & coverage in printed & online media. They will report to the MD Phil Legg who will oversee the position on a daily basis giving training (where needed) in: Microsoft Office (Word & Excel, Creative Production (Adobe Creative Cloud – a mix of Photoshop, Premiere Pro, Audition, & Dreamweaver skills as appropriate), Website Publishing (Wordpress), Music Registration, Marketing (Facebook and Google ads). The person will gain hands-on experience in working as part of a team on promotional campaigns for independent music releases + associated digital marketing practices. They will also gain experience in social media management (creation & scheduling) on the following platforms: Facebook, Instagram, Twitter, Google, LinkedIn + Youtube, Soundcloud & Mixcloud. We have consistently taken on young people at Futureproof over the years who have gone on to hold key positions in marketing, sync licensing & other departments at Warner Music, Sony, E-One, Universal plus journalists who now contribute to top music publications like DIY, Dork + Loud & Quiet

Company overview: Futureproof is a music company run by MD/Founder Phil Legg, a multiplatinum engineer/producer & musician who's worked with various artists including Terence Trent Darby, Sade, The Rolling Stones, Depeche Mode, Erasure and has been running Futureproof as a Record label / Promotions Company since 2004 - first as a sole trader before progressing to trading as a limited company in 2017. Key activities at Futureproof include digital, radio, press & tv promotion & marketing campaigns along with A&R activities for the record label, digital distribution & sync licensing. Clients include Right Said Fred, Glen Matlock, My Vitriol, Afrikan Boy & various independent artists. There are currently 2 people working in the office & we are looking expand the business by building up the record label side of the business, hence the need for an extra member of the team.

Workplace address for all Job Placements: 330 Westbourne Park Road, London, W11 1EQ/
Remotely

Closing Date: 17th October 2021

Company Name: Icon Films LTD – <https://iconfilms.co.uk/>

Kickstart placements: Two

Job title 1 – Finance and Commercial Assistant - The job title is Finance and Commercial Assistant. It is a key support role in the Finance and Commercial team. The team is responsible for negotiating deals with the channels for the programmes we make and maintaining an efficient and accurate finance function on behalf of the business. The Finance and Commercial Assistant will support the day-to-day operations of the department in a timely and accurate manner. The key activities will include bookkeeping tasks, working with sales and purchase ledgers, invoice entry and processing, data entry to the company

financial system, monitor and request purchase orders, checking supplier statements, requesting invoices, monitoring email inboxes, petty cash distribution and reconciliation of petty cash, charge cards and credit cards. The role will also encompass filing, archiving and assisting with e-commerce activities. The role will allow someone to develop the broad range of skills necessary for working in any busy finance department including the ability to prioritise workloads and meet deadlines. Icon Films promotes development of their staff and encourages training and exposure to other departments to better assist with their understanding of the film production industry.

Job title 2 – Productions Secretary - The Production Secretary role is a position which supports the whole team. You will be reporting to the Production Manager who is responsible for overseeing the day-to-day management of the production their tasks involve managing the budget and schedule and working collaboratively to achieve the editorial ambition and scope of the programme. The Production Manager is supported by the Production Coordinator and the Production Secretary who provide logistical and administrative assistance. The Production Secretary role is varied and presents many opportunities to learn about this dynamic and existing industry. In this role your responsibilities will include data entry, expenses reconciliation, booking trains and other accommodation, maintaining systems, processing paperwork, collating contacts, seeking quotes, logging footage, organising shipments, booking and minuting meetings, organising couriers and logging information in spreadsheets. This is an entry level position with a chance to gain experience and knowledge of the television production industry. It is a busy and rewarding environment, ideal for someone who is super organised, curious with the ability to work in a highly productive environment. Good communication and an eye for detail are essential.

Company overview: Icon Films is an independent television production company based in Bristol. We produce natural history, adventure and science documentaries for channels in both the USA and UK such as National Geographic, Discovery, BBC, Channel 5 and Sky. The Finance and Commercial has a team of 6 members who hold various roles from managing the company's legal and financial responsibilities to collating financial reports and giving support to film production teams on all matters related to finance.

Workplace address for all Job Placements: 3rd Floor College House, 32-36 College Green, Bristol, BS1 5SP

Closing Date: 17th October 2021

Company Name: Intermediate Media LTD – <https://www.immediate.co.uk/>

Kickstart placements: One

Job title 1 – HR Administrator - This an exciting opportunity to join the Human Resources team of one of the fastest growing media companies in the UK! Based in the London team, this role is responsible for supporting the administration of the employee lifecycle, including starters, leavers, payroll, our benefits systems, and our HR information system with the

highest possible level of support and accuracy. Your key responsibilities will include updating trackers and producing employee letters, including the communications for leavers, staff promotions and any changes of employee terms. You will also help with processing invoices, references for new starters, and manage the holiday and absence records. You will ensure that any changes to staff are communicated to the payroll team with 100% accuracy and update our HR system accordingly, as well as performing administrative tasks around our benefits. The role will also support coordination of Training and Development activities, including booking meeting rooms, sending invites, and dealing with general queries relating to training. You will also have the opportunity to support the HR team with ad-hoc reports and other ad-hoc duties and special projects where required.

Job title 2 – Team Assistant - The Legal team are at the heart of Immediate Media's business. We help our editorial colleagues to prepare great stories, advise our digital businesses as they grow at pace, and work with our Events team as they adapt their events to meet all of our audience's needs, even during Covid-19. This Kickstart role does not need any legal experience. We would like a Team Assistant to help us with general admin and to be a central point of contact for the team. You'll be working in a fast-paced environment with a warm, welcoming, and supportive team. Sometimes you'll need to multi-task and occasionally you'll be asked to keep things you're working on confidential. We're looking for someone with good communication skills and attention to detail, with a 'can do' attitude. Your responsibilities will include scheduling meetings, submitting expenses for the senior team, and arranging for invoices to be paid through our Finance systems – we'll provide you with training on how those systems work. You may be required to talk to members of the public who contact the Legal Team and deal with their enquiry. You will also help us to run internal training events for our colleagues, as well as carry out general admin tasks, using Microsoft Word, Powerpoint, Excel and Outlook.

Company overview: Immediate Media is a special interest content and platform company. We own and operate some of the best-loved brands in the UK including Radio Times, BBC Good Food and BBC History. We only focus on special interest markets, engaging over 82 million passionate consumers globally each month, offering them world-class content and innovative new products and services. We sum up our mission in three words: Content. Passion. Engagement. Our focus is to help our audiences get the most out of the things they love, whatever they spend their time and energy on. Our people are as passionate about their subjects as our consumers. We're focussed on growth across our business and are constantly looking for new and exciting ways to innovate. We pride ourselves on our open, collaborative and dynamic culture which encourages people to thrive and give their best whilst being supported, developed and nurtured. As we care about our people, our environment and the impact we make, we have an active Diversity & Inclusion network, comprehensive well-being programmes, and clear sustainability strategies.

Workplace address for all Job Placements: Vineyard House, 44 Brook Green,

Hammersmith, London , W6 7BT

Closing Date: 17th October 2021

Company Name: Juniper Communications Limited – <http://www.junipertv.co.uk/index.html>

Kickstart placements: Two

Job title – Runner and Trainee Development Researcher - This role involves a variety of duties and training. You will be helping with office duties, with a political programme, and/or research, depending on abilities, experience and interest. This is an excellent opportunity for someone who is interested in working in television or radio and can could be the start of a career in production, research or administration. It is an office-based role. There will be an opportunity to shadow a camera operator or editor, if you have an interest in this area. You will learn a variety of skills related to office admin, tv production and research – a more detailed list of duties is available upon request or can be discussed at an interview. We are looking for someone with a genuine interest in television production – we make a lot of political programmes, but also history and current affairs. And our radio production is very varied.

Company

overview: Juniper is a Television, Radio & Online Audio/ Audio Visual production company making short and long form programmes for BBC 1, BBC 2, R4, C4, Discovery, NatGeo, TLC and online. We specialise in current affairs, politics, history, drama and science. Each programme has its own team and the number in the team varies depending on the production. Samir Shah is the CEO and executive producer, Belkis Bhagani talent management, Paula Prynne head of production, Sarah McPhee accounts and finance, and Yaa Kankam office assistant/PA..

Workplace address for all Job Placements: 52 Lant Street, London, SE1 1RB

Closing Date: 17th October 2021

Company Name: KOBALT MUSIC GROUP – <https://www.kobaltmusic.com/>

Kickstart placements: Twelve

Job title 1 – Copyright Assistant (Intern) x2 - Joining the Publishing Copyright department in our London office, the primary role of the Copyright Intern will be to assist in correctly registering works and agreements at the local collection societies and carrying out all related tasks to maintain and manage our catalogue to the highest standards. The successful candidate can deal with pressure but remain optimistic and persistent to complete tasks accurately and efficiently.

The intern will receive extensive training about the tasks and workings of a leading music publishing company. They will be given ample opportunity to learn more about the business and different aspects of the music industry.

Key responsibilities involve, filling out work and agreement registrations forms, submitting setlists at collection societies, checking works are correctly registered on collection society databases and helping to maintain internal records across the department.

Job title 2 – Writer & Publisher Relations Assistant (Intern) x1 - Our Writer and Publisher Relations team in London is looking for a confident and detail oriented self-starter to support with crucial day-to-day tasks such as transitioning new clients into the Kobalt system and handling their correspondence. You will also be working closely with our global team in

LA, New York, Nashville and Stockholm to provide a great customer experience to our clients.

The role is perfect for someone looking for an administrative role that offers great learning and insight into Music Publishing.

Key responsibilities include; acting as support to the Kobalt Writer & Publisher Relations team in their day to day dealing with clients, assisting in welcoming new clients to Kobalt and being a point of contact for any questions they may have and providing support and assistance to the department with scheduled administrative tasks.

Job title 3 – Digital Matching Assistant (Intern) x2 - We are seeking an accurate candidate with strong work ethic, total attention to detail and the ability to work at a sustained high level of performance to join the Documentation & Distribution Department in the London office of a Collective Management Organisation.

The focus of this role is to process all royalty data (primarily linking usages to copyright data) and the successful candidate will be part of a wider team working on a core business function of global digital licensing.

Job title 4 – Publishing Assistant (Intern) x1- Joining Kobalt Publishing Creative department in our London office, the primary role of the Publishing Assistant (Intern) will be to assist the UK creative team. At Kobalt Publishing, we are passionate about personal development and this is a fantastic opportunity for the right candidate to immerse themselves and learn more about the music publishing business.

Duties to include the following - Gathering song splits and release information for procured songs to register with relevant client managers, keeping a check of sessions and songs from sessions, updating and maintaining our songspace library, gathering info on key releases to share on social media, creating A&R reports from viral charts of ones to watch. Supporting the wider team as required.

Job title 5 – Royalties Assistant (Intern) x1- Joining the rapidly growing Royalties team in the Publishing department in our London office, the primary role of the Royalties Intern will be to support the team with the end to end processing of flow-through and ad-hoc income sources, which essentially is income received by other publishers for our clients. These income sources have increased as Kobalt sign more administration deals and acquire new catalogues.

Key responsibilities include; logging and processing incoming statements from various sources, chasing any outstanding statements or missing payments, investigating unknown payments and assisting the royalties team with ad-hoc tasks to facilitate accurate and correct royalty generation.

Workplace address for all Job Placements: The River Building, 1 Cousin Lane, London, EC4R 3TE

Company overview: At Kobalt we've prioritized creators since we first started in 2000. Our music services and the technology we've built helps make the industry more fair and rewarding for artists. We're trusted by some of the world's biggest names like LORDE, The Weeknd, Childish Gambino, Wolf Alice, Max Martin, FINNEAS and Sam Fender and represent more than 40% of the top 100 songs and albums in the U.S. and U.K. We thrive on creativity and are committed to championing diversity. We're dedicated to inclusiveness and provide all the resources and benefits you need to grow your career and reach your potential. We

offer professional development opportunities and an entrepreneurial culture that makes working here not just fun, but also rewarding.

Closing Date: 17th October 2021

Company Name: London Symphony Orchestra LTD – <https://lso.co.uk/>

Kickstart placements: Two

Job title 1 – Development Placement - The London Symphony Orchestra has an opportunity for a young person seeking to gain experience in the world of arts administration and fundraising in particular. In return for their commitment, the candidate is offered in-depth training and a rich experience in a busy and exciting environment with a world-class performing organisation. Embedded within the LSO's busy Development department, the placement will have a focus on Individual Giving and Corporate fundraising, as well as regular touch points with Events and Trust & Foundations fundraising. The Development placement will learn about and assist with the delivery of membership scheme benefits, event invitations and responses, production of guest lists, and general preparation for events and concerts, both digital and live. They will also use the Raiser's Edge database to maintain accurate donor records, as well as assist with correspondence and mailings across the team. The role will also involve research, including benchmarking against other organisations and building profiles of prospects and prospective funders. In addition, there may be opportunities to support LSO events around concerts, and assist with other department activities and fundraising events.

Job title 2 – Marketing and Communications Placement - The role sits within the Marketing and Communications departments and the post holder will assist the team in three main areas. **General Marketing Support:** A large part of the role will be to assist the digital marketing, including research, promoting events to key target groups through e-newsletters and e-shots and generating content for social media. Other tasks include updating listing on the website, notifying the public of programme and artist changes contributing to the creation of digital concert programmes, interviewing LSO players and working on seating plans and tickets alongside the Marketing Co-ordinators. Departmental admin responsibilities such as maintaining filing systems also make up part of the role.

Customer Service: The Marketing Placements will monitor the LSO's ticket inbox and deal with general queries, maintain mailing lists and write and send pre-and post- concert emails to ticket buyers. As part of a team rota, the post holder will occasionally check tickets on the door at LSO St Luke's concerts and can choose to steward at events. **Communications:** Assisting the promotion of the Orchestra's work, responsibilities include logging and responding to media enquiries from journalists and critics, distributing press cuttings, writing pieces about the LSO's activities for press releases, emails and Living Music magazine, and assisting with internal communications such as staff newsletters and media updates. The post holder may be called upon to keep the LSO's advocacy lists up-to-date. This position offers the opportunity to learn how a busy arts organisation operates, and develop a broad

range of marketing communications skills such as taking digital content from the ideas stage through to creating and then delivering content for online platforms and social media. There will be opportunities to build on copy-writing skills; to learn how to balance a workload; and to communicate confidently and effectively with audiences.

Company overview: As the resident orchestra of the Barbican Centre, the LSO usually presents some 70 concerts there each year, performing the highest quality music from the core symphonic repertoire, as well as music by living or lesser known composers. Other concert engagements in the UK provide additional opportunities for the Orchestra to be heard nationally whilst the Orchestra's major international touring programme brings the LSO to a global audience, particularly through annual residencies in New York and Paris and regular visits to Japan, China, the USA and Europe. The LSO's activities also include an inspirational and pioneering education and community programme, LSO Discovery, and an award-winning record label, LSO Live which enables the Orchestra's music to be heard by a global audience through digital recordings. LSO St Luke's, the UBS and LSO music education centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, and a substantial public concert programme, with many performances broadcast by the BBC. The London Symphony Orchestra currently raises over £3 million a year from the private sector, with ambitions to substantially increase income over the next three years. The objective of the Development Department is to generate this income for the Orchestra from individual donations and membership schemes, corporate sponsorship, trusts and foundations and the statutory sector across all aspects of the LSO's activities both in the UK and internationally. In addition, in the wake of the Coronavirus pandemic, the LSO has launched an additional recovery appeal, which will generate funds to support the Orchestra's return to full live performance, and transition to a new business model, through public donations, fundraising events, and a range of other activities.

Workplace address for all Job Placements: Barbican Centre, Silk Street, London, EC2Y 8DS and remote working from home

Closing Date: 17th October 2021

Company Name: Martin Brookes Estate Agent – <https://www.martinbrookes.co.uk/>

Kickstart placements: One

Job title – Office Administrator and Lettings Negotiator - The successful applicant will be responsible for assisting the Lettings team at both offices with their paperwork and dealing with all aspects of administration including the following: Manage office emails – maintenance and rent related. Arrange gas safety certificates, electrical certificates, and energy performance certificates to ensure landlord compliance. Resolve and attend to any property management / maintenance issues. Liaise with contractors and other third parties to request quotes, organise repairs and appointments. Preparing landlord and contractor purchase invoices and statements using our Property Management System. Client account reconciliation using our Property Management System. Arrange and upload property

inspections reports onto our Property Management System. To ensure the property portfolio and associated activities are delivered in accordance with legislative requirements and ensuring compliance across the operation. Produce weekly and monthly reports for department. To ensure the property portfolio and associated activities are delivered in accordance with legislative requirements and ensuring compliance across the operation. Establish and maintain excellent relationships with tenants and landlords and deliver an exceptional level of customer service. Supporting the sales and lettings team with general office administrative duties where needed.

Company overview: Martin Brookes is an Award-Winning Independent Estate Agent based in North London. An exciting opportunity has arisen, and we are seeking a full time Office Administrator/ Lettings Coordinator and Lettings Negotiator to join our existing team. We are a forward think and progressive company with a fantastic industry reputation. This role offers an exceptional opportunity for career progression and earnings, working closely alongside the Lettings Director and negotiators in a fast-paced environment.

Workplace address for all Job Placements: 297 Hertford Road, London, N9 7ET

Closing Date: 17th October 2021

Company Name: Nemorin Film and Video LTD Agent – <https://nemorin.com/>

Kickstart placements: One

Job title – Account Executive - As an Account Executive for Nemorin, you will be helping to sell the suite of Nemorin video services. You'll convert prospects to paying customers by handling both inbound leads as well as outbound prospecting. You should have strong interpersonal skills and a desire to help customers achieve their business goals. The ideal candidate is highly driven, persuasive, and passionate. There are a number of the things you'll be working on. These include conveying Nemorin's unique value proposition to customers and handling objections, positioning Nemorin solutions against competitive offerings in marketplace, help leading brands to solve their online video needs, maintaining CRM data and pipeline within Copper, actively manage leads pipeline and campaigns in order to meet goals and objective, demonstrating Nemorin product capabilities to customers, supporting the RFI/RFP process by providing responses to business requirements. You will have day to day contact for client stakeholders and internal departments, coordinate between production and clients, handle all aspects of client campaigns from planning through to delivery and demonstrate clear understanding of the client goals and requirements. You'll love establishing strong client relationships and understanding the requirements of each project in part through regular status calls.

Company overview: Nemorin is a specialist branded video production agency based in central London. We're part of the multi-award winning Argonon Group, the company behind some of the biggest TV shows in the UK.

Workplace address for all Job Placements: 1-3 St Peters Street, London, N1 8JD

Closing Date: 17th October 2021

Company Name: Nonclassical – <https://www.nonclassical.co.uk/>

Kickstart placements: One

Job title – Label, Marketing and Events Assistant - Key Responsibilities: An exciting opportunity to join Nonclassical's team - promoting cutting edge contemporary classical music through its label and events. Working in a small team, this is a chance to gain experience in marketing, event promotion and running a label, as well as supporting the fundraising function and gaining insight into our artist development scheme for composers. Additional opportunities may arise dependent on the candidates' interests and experience. Main tasks: General record label administrative support and assistance including co-ordinating label release schedules, sales reports and artist royalty statements. Assist with finding developing acts for 'Outside the Lines' artist development scheme and similar. Assisting with event management, including overseeing ticket platforms, assisting with artist correspondence, event delivery and post-event evaluation and reporting. Collaborate with the Marketing and Events Officer on marketing strategies and ideas. Assist with creating content for social media platforms (Twitter, Facebook, Instagram, YouTube) to increase our audience, drive revenue (tickets, record sales, donations) and promote Nonclassical artists and releases. Analyse social media for optimal way to engage and increase followers. Assist with writing copy on artists, upcoming events and releases for marketing material. Research, liaise, and develop relationships with external organisations and media contacts to promote Nonclassical's activity and artists as directed. Undertake and compile research as required. Collate press material. Support with administrative tasks, including minuting meeting

Company overview: Nonclassical is a music promoter, record label and events producer presenting the best new classical, experimental and electronic music. Crossing genre and defying convention, we develop, produce and promote innovative music – supporting emerging artists and bringing new music to new audiences.

Workplace address for all Job Placements: Oxford House, Derbyshire Street, London, E2 6HG

Closing Date: 17th October 2021

Company Name: Novel Entertainment LTD – <http://www.novelentertainment.co.uk/>

Kickstart placements: Two

Job title – Digital Assistant- Working closely with the Creative team, this role will provide administrative and organisational support across all the company's creative activities; this may involve setting up databases and creating libraries of digital material, organising and labelling documents, press releases and digital files, and sorting and organising digital assets such as videos, audio files and photos with a view to being able to locate these assets quickly and straightforwardly when they are needed by the Production and Social media teams. Understanding and enjoying working with programmes such as Excel, Word and email are essential, and a familiarity with some of the other software we work with, such as editing and file formats is an advantage. We are currently organised to work individually and

remotely/online from various locations, including homeworking and occasionally at our office in North Oxford; we welcome applications from full time home workers but equally recognise that this can be challenging, so will work with the successful candidate to agree a mutually beneficial working arrangement.

Company overview: We are a production company, specialising in children's programming and online content and working across animation and live action. Our core team is based in Oxfordshire and works with UK and internationally based freelancers across the industry.

Workplace address for all Job Placements: We currently have an office in Summertown, Oxford, OX27HT and there may be an occasional requirement to work (distanced) from there; if majority time homeworking is not an option for the successful candidate we can discuss whether they work from the office more frequently.

Closing Date: 17th October 2021

Company Name: October Films – <https://www.octoberfilms.co.uk/>

Kickstart placements: One

Job title – Junior Edit Assistant - We have a exciting opportunity for an enthusiastic edit assistant to join our highly skilled small team working within our Post Production facility in our London office. You'll be at the forefront of in-house projects and have an opportunity to take the lead in driving these forward and delivering the highest possible standards in project management. You will receive full training as the role progresses and undertake various Post Production duties which include data wrangling, AMA/transcoding, exporting files and creating viewing links. You will ideally have a good working knowledge of file-based workflows from different camera formats and due to this being a compact operation you'll be exposed to many aspects of the workflow involved and become a key member of the team delivering support to the edit suites and productions alike. Crucially you need to have a can-do attitude with strong attention to detail and the desire to progress and become an accomplished team player. So, as you can see personal attributes are a big part of what we're looking for, so if you think this is for you and you have the drive to climb the post production ladder then please get in touch.

Company overview: October Films is an award-winning, innovative television production company and one of the fastest-growing and truly independent production companies in the UK and US. We are experts in unique and powerful story-led content. From specialist factual, factual drama, hard-hitting current affairs and documentary to reality and entertainment, we aim high. Our work has earned us over 100 prestigious awards worldwide. We combine editorial excellence with a string of high-rating prime-time successes, including four seasons of Channel 4's adventure series with Levison Wood, BBC's Dangerous Borders, Discovery ID's highest-ever rated multi-season factual crime drama Obsession: Dark Desires, and the Science Channel's most watched series Outrageous Acts of Science which has won over 140 million viewers world-wide.

Workplace address for all Job Placements: October Films, Benwell Studios, 11-13 Benwell Road, London, N7 7BL

Closing Date: 17th October 2021

Company Name: Peggy Pictures LTD – <https://www.peggypictures.com/>

Kickstart placements: One

Job title – Development and Production Trainee - We are looking for a development and production trainee to join our team for six months. The traineeship combines development of new ideas and production of shows, and is a great opportunity for someone who wants to work in TV. The right candidate does not have to have experience in media. But a keen interest (bordering on obsession) in popular culture, social media and factual TV is a must. We would encourage people from under-represented groups to apply to this apprenticeship – this includes people with a disability, who are from an ethnic minority, working class and more. For ideas development, duties will include attending brainstorming sessions, researching people who could be suitable to front a show or be in a show, writing up ideas including visual design of proposals, doing background research and fact checking. For production, duties will include background research, liaising with potential contributors for shows, assisting on shoots, and assisting with logging filmed material to help the producers (the people financially and legally responsible for the production), directors (responsible for the creative, and in charge on shoots) or editors (who edit the content together, add music and graphics, using editing software). The skills developed include email etiquette, phone manner, research skills, proposal writing, visual presentation design, insight into preparations and execution of a factual TV shoot, insight into preparation and execution of a factual TV edit, insight into the factual broadcasting market and the need of TV channels and online platforms. Depending on technical knowhow and interest the candidate may also get insight into filming, stills photography, data handling, logging- and editing software. The candidate would also receive project specific training in data protection, health and safety and safeguarding.

Company overview: Peggy Pictures is an independent production company based in Hackney, London. You can find out all about us on our website www.peggypictures.com. Our aim is to make content that makes the world a more understanding and tolerant place.

Workplace address for all Job Placements: Peggy Pictures LTD, 18-22 Ashwin Street, London, E8 3DL

Closing Date: 17th October 2021

Company Name: PIAS HOLDING UK LTD – <https://www.pias.com/>

Kickstart placements: Two

Job title 1 – Development and Production Trainee – Role will include supporting central digital team with administrative tasks associated with marketing and promotional activity across multiple digital platforms. The tasks will be varied and will allow the candidate to get an idea of the production process and exposure to analytical reporting. Tasks will include collation and booking of advertising inventory, newsletter assets, updating documents and checklists, use of YouTube and other platform tools. Skills developed will include completion of YouTube certification program, use of DSP insight apps, Facebook Business Pages and

other digital tools. We are looking for someone who would be keen to learn and will be guided by our Head of Digital and team at [PIAS].

Job title 2 – Junior Accounts Assistant – Key responsibilities: Entering purchase ledger invoices into the accounts system (UK / US businesses). Process all monthly Direct Debit / Standing order costs, apply payments. Assist in the bank reconciliation process by applying cash paid to invoices. Manage Vendor set-up forms. Assist with non UK VAT Claims. Investigate and assist with supplier invoice queries. General Admin – Attach invoices to transactions in Finance system, sending remittances, general filing, point person for Finance post. The individual would report into the transactional Finance manager and work closely with the Accounts Assistant on a day to day basis. He / she would get experience of the Accounts Payable side of transactional finance (from Purchase orders and coding through to supplier payments and cash application) as well as providing more general office administration support. At the end of the 6 month placement, the individual will have enhanced their organisational / communication and time management skills as the role will provide exposure to a range of internal and external stakeholders and the need to prioritise during busy periods.

Company overview: [PIAS] was founded in 1983 by Kenny Gates and Michel Lambot and is one of the largest independent and privately-owned music companies in the world. Headquartered in London and Brussels with 16 offices around the world and 300 employees. [PIAS] champions and supports the best independent music across an unrivalled international marketing and distribution network. The [PIAS] Group includes a Label Group and an Artist & Label Services Company. The [PIAS] Label Group includes the in-house labels Play It Again Sam, Different and the classical label Harmonia Mundi as well as a roster of affiliated independent labels such as ATO, Bella Union, Blue Flowers, Heavenly, Mute and Transgressive. [PIAS] 's Artists & Label Services division is a multiple industry award-winning provider of digital and physical marketing and distribution services, representing most of the world's best-known independent labels.

Workplace address for all Job Placements: 1 Bevington Path, Bevington Path, London, SE1 3PW / Remotely

Closing Date: 17th October 2021

Company Name: Pre-Cleared LTD (trading as ClicknClear) – <https://www.clicknclear.com/>

Kickstart placements: One

Job title 1 – Copyright Administrator - We are looking for a Copyright Administrator to help our Rightsholder Relations and Content team with managing the ingestion of content from record labels and publishers into our system, including researching copyright ownership information, researching record labels and publishers and occasionally creating playlists to feature on our platform. Key Responsibilities: The candidate will carry out a range of tasks which to support the company's current priorities. The key responsibilities will include: Creating and editing music metadata and ingesting them into our system. Research

and ingest music copyright information. Manually match copyrights in our internal system. Research record labels and publishers. Assist in the curation of content on the platform, creating playlists, featuring music. The role will be remote with occasional whole company physical meetups at least once every quarter when Covid restrictions allow. Our team has been remote working for over 3 years in a very effective manner. We hold weekly team meetings and department specific meetings at least once a week and keep in regular communication via Slack via messaging and phone/video calls. Every team member is always available during our core hours and restrictions permitting, are able to meet up as and when they feel the need.

Job title 2 – Researcher - We are looking for a Researcher to help our Rightsholder Relations and Sales team with understanding market information. Key Responsibilities: The candidate will carry out a range of tasks which to support the company's current priorities. The key responsibilities will include: Researching copyright ownership information. Researching record labels and publishers to work with. Researching sports, fitness providers and video on demand platforms to potentially work with. Assist in any market research as needed. Follow social media accounts of record labels, publishers and sports teams in our market. Research music used in various sports to support our content curation team in creating playlists. Create playlists to feature on the platform. The role will be remote with occasional whole company physical meetups at least once every quarter when Covid restrictions allow. Our team has been remote working for over 3 years in a very effective manner. We hold weekly team meetings and department specific meetings at least once a week and keep in regular communication via Slack via messaging and phone/video calls. Every team member is always available during our core hours and restrictions permitting, are able to meet up as and when they feel the need.

Company overview: We are a production company, specialising in children's programming and online content and working across animation and live action. Our core team is based in Oxfordshire and works with UK and internationally based freelancers across the industry.

Workplace address for all Job Placements: Our registered office is EC1A 2BN. However, we all work from home. We want to hear from candidates across England as we are not restricted to a particular area. Our CEO lives in Cambridgeshire and the candidates manager lives in Stoke on Trent. Depending on restrictions, we will meet in person on occasion either in London or in Cambridge. If the candidate lives near Stoke on Trent, they will have more regular in person meetings with their manager. Please note: Travel costs for company meetups will be covered by the Employer.

Closing Date: 17th October 2021

Company Name: SOW THE SEED (subsidiary of Red Production Company) –

<http://www.redproductioncompany.com/>

Kickstart placements: One

Job title – Researcher - We are looking for a curious, social media savvy, Researcher who loves telly and keeps across podcasts, articles, news, pop culture and entertainment TV. They will be assisting the Development Executive on various development projects for fact entertainment, factual, documentary, short-form digital, and podcasts. When developing new ideas, it is always great to have someone to flag whether an idea has been done already or if something similar already exists, so we would love someone who watches a lot of tv and a variety of different shows. We are also very excited to discover what they are watching and what new ideas and areas to bring to brainstorming sessions. The candidate will work from our office 3 days per week, located at MediaCityUK, White, Level 2, Salford, M50 2NT

Company overview: SOW THE SEED is a unique incubator company, focussing on new talent, diverse voices, bringing inventive production methods and the very best international storytelling to market - across drama, comedy, entertainment, and documentaries - through TV, podcasts, audio, music, literature, art, and fashion. Sow the Seed is a subsidiary of Red Production Company, the leading independent Television Production Company in the Northwest. Established for over 20 years, we are dedicated to telling stories that represent the diverse culture of Manchester and beyond. We are a small team of dedicated creatives who thrive on nurturing new talent and delivering television programmes that inspire, entertain, and challenge audiences across the UK & globally.

Workplace address for all Job Placements: Red Production Company, MediaCityUK, White, Level 2, Salford, M50 2NT

Closing Date: 17th October 2021

Company Name: Three Tables Limited (**trading as Three Tables Production**) – <https://www.threetablesproductions/>

Kickstart placements: One

Job title – Commercial & Finance Trainee - Three Tables Productions is an independent TV production company focused on developing and making drama and comedy-drama television programmes. We are a growing team of 5 – including the three founder/producers. We develop television programmes with a range of partner companies, including distribution partner eOne and companies like Fremantle, BBC and France Televisions. At the moment, we have a busy set of projects in different stages of active development and we are also searching for new projects. Three Tables Productions is looking for a dilligent, enthusiastic and efficient **Commercial & Finance Trainee** to join their team. You will assist the Managing Director on commercial deals and financial administration, with responsibilities including assisting with financial reports, carrying out detailed research, taking notes during meetings, data entry, book-keeping and other administrative tasks related to the commercial and financial running of the business. You will develop a practical knowledge of using Xero to keep company accounts. You will have the chance to learn about how drama TV programmes are structured and financed. You will learn some of the practical skills needed for the administration of a company, and develop your understanding of

industry and, specifically, the television industry. We are an equal opportunities employer and endeavour to consider all qualified applicants for employment regardless of race, religion, gender identity, disability, or any other characteristic protected by law. The role will be remote but there will be a requirement for regular (once a week) meetings at either a Central or West London location.

Company overview: Three Tables Productions is an independent TV production company focused on developing and making drama and comedy-drama television programmes. We are a growing team of 5 – including the three founder/producers. We develop television programmes with a range of partner companies, including distribution partner eOne and companies like Fremantle, BBC and France Televisions. At the moment, we have a busy set of projects in different stages of active development and we are also searching for new projects.

Workplace address for all Job Placements: Homeworking – but with weekly London meetings.

Closing Date: 17th October 2021

Company Name: Turner Broadcasting System Europe LTD – <https://www.international.tbs.com/>

Kickstart placements: One

Job title – Digital Kids UK Placement - The Digital Kids UK Placement will form part of the Kids TV team. You will assist with YouTube and social media campaigns across the Kids UK digital portfolio, working on our kids' brands *Cartoon Network* and *Boomerang*. As part of the role, you will be responsible for optimising content for YouTube, as well as assisting with the uploading of the content and supporting live streams. You will also create and schedule content for *Cartoon Network's* other social media pages. You will also assist with campaigns for *Cartoon Network* and *Boomerang*, contributing your own ideas for campaigns and promotions and creating the promotional assets.

Company overview: Turner Broadcasting is part of the WarnerMedia family. WarnerMedia is a leading media and entertainment company with a powerful portfolio of iconic entertainment, news, and sports brands. Our premier brands and franchises include HBO, Warner Bros., TNT, CNN, Cartoon Network, Boomerang and many more. We bring people, technology, and the world's best storytellers together to drive culture and meaningful connection.

Workplace address for all Job Placements: Homeworking until Gov and Company Guidelines state it is safe to return. Office location - 160 Old Street, London EC1V 9BP

Closing Date: 17th October 2021

Company Name: Warner Bros. TVP – <https://www.wbitvp.com/>

Kickstart placements: One

Job title – Production Placement, Ricochet - Throughout the placement, you will help contribute to new programme ideas, logging these ideas, and generating ideas to specific briefs. You will also source and research facts, figures and information for our programmes using various tools which we will teach you. You will also assist with researching and sourcing locations, contributors, props, and other content, for us to use during the recording of our shows and assess contributor suitability for projects and taster tapes. You will also help with programme production by logging and transcribing interviews, filmed footage and rough paper edits. We'll teach you all you need to know about preparing call sheets and assist with other important production paperwork and admin, such as typing, answering phones, filing and general office duties. You will also be responsible for arranging hospitality for meetings, including drinks and lunch orders. During your time at Warner Bros. TVP, we will help you to discover which direction you want to steer your career and acquire valuable skills which you can take forward. Throughout your placement, you will be actively encouraged to make contacts across the Company, gain as much experience as possible, contribute your ideas and opinions, take an interest in everything that's going on and really get involved.

Company overview: Warner Bros. Television Production (TVP) UK is a British creator and distributor of television content, producing long-running television brands in drama, factual, documentary, factual entertainment, and history. The group comprises award-winning media companies including Ricochet, Twenty Twenty, Wall to Wall and Renegade Pictures. During this placement, you will be working with the team at Ricochet. Ricochet are one of the UK's leading production companies. Based in Brighton, Ricochet have produced multiple hit formats and factual series, many of which are successfully exported to the UK and the rest of the world. Shows include *The Repair Shop*, *The Bidding Room* and *Food Unwrapped*, and are currently in production with the BBC, ITV, Channel 4, and Channel 5.

Workplace address for all Job Placements: This role will be based at home during COVID-19 restrictions, however if permitted, you will also have the opportunity to attend location filming as required either at Pacific House, 126 Dyke Road, Brighton, BN1 3TE or at the filming location.

Closing Date: 17th October 2021

Company Name: Zandland LTD – <https://zandlandfilms.com/>

Kickstart placements: Two

Job title – Admin Assistant - We are looking for an enthusiastic, go-getting and self-sufficient individual to join our growing team in the position of Admin Assistant. This is an entry level position with scope to grow and learn with responsibilities including: office management, technical and digital assistance, paperwork filing, schedule management, planning and logistics management. We are looking for someone with experience of office work and co-ordination. Also confidence in using online company and schedule management such as G-Suite. You need to be creative, self-sufficient, resourceful and demonstrate the ability to problem solve. Having some form of technical (cameras, editing

etc.) experience would be ideal. Most importantly you need to be able to roll up your sleeves and dig in and not be afraid to pick up the phone as the environment you will be working in will be fast-paced with deadlines.

Company overview: We are a television production company (specialising in documentary) who film and distribute our content globally. We work with UK and US TV Networks.

Workplace address for all Job Placements: London, SE83DX

Closing Date: 17th October 2021

Company Name: Gorilla TV – <https://gorillagroup.tv/>

Kickstart placements: One

Job title – Post Production Runner - We're seeking a full-time runner to join the front of house team. The list of duties include: Responsible for setting up edit suites for sessions in line with the daily schedule, Ensuring that client areas are tidy and presentable. Providing a high level of customer service to clients and staff in the studio and responding to their requests – such as food and drink orders and errands throughout the day. Assisting colleagues in other departments when required. Responsible for kitchen stock levels and replenishment of items. Dealing with petty cash. Driving the company vehicle to deliver/collect assets to clients. Observing all aspects of post production when scheduled to do so, in areas such as editing, dubbing and assisting the technical department where possible. General assistance in the smooth running of the facility. We're seeking a hard-working individual with a keen interest in gaining an insight into post production, looking to secure their first position within the industry. The position has historically been the catalyst for a career in Post Production in various fields from Editor, Dubbing Mixer, Post Producer and Technology.

Company overview: Gorilla is the technical subsidiary of Boom Cymru. Boom is one of Wales's largest production groups. Established in 1994, it is a trusted, multi-genre company that produces over 400 hours of content annually for S4C, BBC, ITV, C4, C5 and UKTV/Dave. Gorilla TV Ltd was established in 1999 and is the leading post production facility in Wales,. Gorilla grew organically through the expansion of its client base, was rebranded in 2010, and shortly after moved to a purpose built facility in the heart of Cardiff Bay.

Workplace address for all Job Placements: Gloworks, Cardiff Bay, Porth Tieg, CF10 4GA

Closing Date: 17th October 2021

Company Name: Precious Awards and Media

Kickstart placements: One

Job title – Content Marketing and Events Assistant - We're looking for a confident, ambitious, organised individual with some practical experience of writing, events and marketing, to join our team and help us with writing articles for our website, managing our events and some general marketing. The role is 5 days per week, the majority of the time home based, with some occasional face to face meetings 1-2 days per month. The role will include writing regular newsletters, creating promotional material, as well as customer

service, managing event bookings and tickets in the run up to and at events.

Company overview: Gorilla is the technical subsidiary of Boom Cymru. Boom is one of Wales's largest production groups. Established in 1994, it is a trusted, multi-genre company that produces over 400 hours of content annually for S4C, BBC, ITV, C4, C5 and UKTV/Dave. Gorilla TV Ltd was established in 1999 and is the leading post production facility in Wales,. Gorilla grew organically through the expansion of its client base, was rebranded in 2010, and shortly after moved to a purpose built facility in the heart of Cardiff Bay.

Workplace address for all Job Placements: Majority home based with potential of 1-2 days per month working from British Library, Kings Cross

Closing Date: 17th October 2021

Company Name: TAPE Music Company LTD – <https://www.taperec.com/about>

Kickstart placements: One

Job title – Artist Management Assistant - We will mainly be looking for someone to support with Aaron Horn. He is a producer, songwriter, artist and sound therapist. He has 3 main artist projects Aaron Horn, Opal Blue and Crate Classics with Jamie Rodigan. Most of his music is self released. Day to day activities will include working on promotions, digital marketing, content creation and also data analytics. There will also be a focus on rights management and registrations. The skills developed by the end of the placement will include artist liaison, release strategy, an understanding of metadata, overview of distribution and contracts, pr strategy and activation, communication skills both online and in person, an understanding of publishing and rights. There is also an opportunity to work in Hackney Road Studios with Mikko Gordon, for someone who has an interest in recording, producing and mixing music.

Company overview: Based in London and Barcelona, we are tight knit artist management company geared towards supporting the artists and producers (our clients) navigate the ever changing music industry landscape. We manage the teams around them, including setting up deals and negotiating terms. This can be looking after record labels, publishers, live agents, promoters, press and radio pluggers, social media management, sync related activities etc. We put together strategies for our clients and help them to create and maintain a career in the music industry.

Workplace address for all Job Placements: Home/Remotely. Office: Shoreditch House, Ebor Street, Hackney, London, E1 6AW. Recording Studio: Hackney Road Studios E2 7SD

Closing Date: 17th October 2021

Company Name: 400 Shoot LTD – <https://www.the400.co.uk/>

Kickstart placements: One

Job title – Trainee Camera Person/ Kitroom Assistant - You will be under supervision of camera technicians to learn all the latest tv cameras, lighting, set ups and multi camera shoots. You will learn all aspects of modern shooting location practices and will be able to prep full camera kits for shoots. You will maintain a well organised kit room and learn what

all the stock does. After a training period you will go on location shoots around the home counties and London.

Company overview: 400 shoot Ltd provide tv crews and edit facilities to the UK broadcast industry. With 100 years of combined individual experience, we have provided trained & friendly camera & sound crews to hundreds of productions.

Our specialisms are features, factual, live concert, multi-camera interviews & drop of the hat news crews. Our biggest client is BBC, which is the main reason we are based in W12.

Workplace address for all Job Placements: Suite 6-14 West 12 Studios, 2A Askew Crescent, London, W12 9DP

Closing Date: 17th October 2021

Company Name: Cherry Red Records – <https://www.cherryred.co.uk/>

Kickstart placements: One

Job title – Label Assistant - You will assist various staff and departments across the label with specific support to our busy mail-order team. You will also help to update and maintain our databases and digital music catalogue as well as other ad hoc tasks as and when required. This will include, but will not be limited to...

- Helping to update Cherry Red's websites, databases and spreadsheets
- Logging orders made through the website
- Preparing label copy and metadata for releases
- Assisting the Publishing Department with research and administration
- Assisting the Royalties Department at busy times of the year
- Sending the daily post and orders out
- Sending samples
- Sourcing and sending audio files
- Answering the phone
- Responding to emails
- Other ad-hoc office based task as and when required

This is a very busy role for a bright, enthusiastic and reliable self-starter who is interested in gaining some valuable experience and insight into daily life and work at a very busy record label.

Company overview: Cherry Red Records is a British independent record label founded by Iain McNay in 1978. The label has released recordings by Dead Kennedys, Everything But the

Girl, The Monochrome Set, and Felt, among others, as well as the compilation album Pillows & Prayers. In addition to releasing new music, Cherry Red also acts as an umbrella for individual imprints and catalogue specialists. Cherry Red Records has over 35 years' of experience and success in releasing independent new music and in a constantly evolving musical landscape. As we continue our journey, our Cherry Red family and global network continues to expand and we now release more new frontline albums than ever before in our four decades of releasing some of the world's most independently thinking music.

Workplace address for all Job Placements: Combination of Home/Office. Power Road Studios, 114 Power Road, London, W4 5PY

Closing Date: 17th October 2021

Company Name: Future Publishing –

Kickstart placements: One

Job title 1 – Advertising Operations Executive – As an Advertising Operations Executive, you will join the Commercial Operations team and work across our large portfolio of websites, supporting the team globally and work in all areas of advertising operations to support our commercial teams. Throughout your placement, you will work with a wide range of internal teams, such as trade marketing, technology, and Search Engine Optimisation (SEO), to help deliver the company objectives. Your key responsibilities will include working with the Ad Operations team to upload and traffic digital advertising campaigns and learning how to troubleshoot issues with adverts. You will help manage our key digital programmatic partners, assist with billing and reconciliation tasks, and other admin tasks as required.

Job title 2 – International Circulation Executive – Reporting to the Head of Future International & Bookazines, this role plays a vital part in managing the Bookazine issue set up, supply and print order process. You will work closely with the Marketforce Operations and Retail National Accounts teams to ensure clear communication of Bookazine promotional plans, target supply levels, and issue planning and scheduling. Working to agreed deadlines, the role is also responsible for ensuring that final supply levels are in line with target expectations, and that Future's Studio production system is updated and maintained in line with confirmed supply order levels. Retail development is key, ensuring that publications selected for promotional slots are regularly reviewed and remain profitable. With a keen eye for commercial opportunity, you will use sales performance reports and data systems to identify trends and opportunities that will support publication strategy and retailer development, whilst providing recommendations to the wider newstrade and Bookazine content team.

Company overview: AM Licensing is a Music Licensing Company. We specialise in Sync, Music Licensing, Music Supervision and Clearance. We are based in the UK but are a global company. Our clients span from Europe, Canada, US through to Asia. We have been established since 2016 and regularly feature on the panels of prestigious music licensing conferences, such as; 'Reeperbahn Festival' in Berlin, A2IM (NY), Sync Summit (LA) and most

recently AIM Sync (UK). Our most recent placements include, 'Monarca', 'Elite', 'La Vengaza De Mascarita', and 'Endless'. We do a lot of clearance work for major media clients in Asia and due to take on music supervision projects in a couple of months. Our database of music consists of EDM, Pop, RnB and Hip Hop mainly and also represent award-winning films composers and RIAA multi-platinum producers.

Company overview: About Future Publishing

We are Future. We are 2,300 colleagues over 200 brands speaking to more than 390 million people every month across the globe through websites, events and magazines. We are the name behind content that connects people to their passions in technology, gaming and entertainment, home interest, women's lifestyle, music, creative and photography, hobbies, and knowledge, all supported by our innovative tech stack.

Workplace address for all Job Placements: Combination of home and office. Quay House, The Ambury, Bath, BA1 1UA

Closing Date: 17th October 2021

Company Name: DLT Entertainment – <https://www.dltenertainment.com/>

Kickstart placements: Two

Job title 1– Talent Agent Assistant - Our company has had a tradition of training people up. The Chairman, himself, started working in the mailroom to learn the skills needed to Excel at this job, or any other job. As we will be working with expanded office hours, part of the job will be to assist with the reception staff and deal with the public either by phone or by greeting them as they come to the office for a meeting. Some of your time will be spent working on specific projects regarding social media for our programs, represented comedians, and companies. Some of it will be working on other projects as needed. It is expected that supervision will be required at first, but as time goes on and they become more comfortable and confident, the applicant will be self-sufficient and be able to do more with less supervision. We are a collaborative industry and need the applicant to be able to work with others, sometimes following, but also able to lead when comfortable. Lastly, we anticipate having the applicant participate in some meetings to provide a broad view of our specific industry and business in general. At the end of the six months, our hope is that the applicant would have the skills and comfort to work in any business office environment.

Job title 2 – Graphic Artist Assistant - Our company has had a tradition of training people up. The Chairman, himself, started working in the mailroom to learn the skills needed to Excel at this job, or any other job. As we will be working with expanded office hours, part of the job will be to assist with the reception staff and deal with the public either by phone or by greeting them as they come to the office for a meeting. You will be working with agents and development executives to produce sales material, presentations, and other items that require an artistic eye for layout. At the end of the six months, our hope is that the applicant



Unit 221 Stratford Workshops
Burford Road
London
E15 2SP
Tel: 0203 189 1784
www.divaapprenticeships.com

would have the skills and comfort to work in any business office environment. This job will be focused on assisting a talent agent, but will also include general office duties for the entire group.

Workplace address for all Job Placements: 10 Bedford Square, London, WC1B 3RA

Closing Date: 17th October 2021