

**Job Title:** Assistant Producer

**Department:** Post-Production

**Reports to:** Head of Post-Production

**Job classification:** Permanent - Full Time

**Direct reports** NA

**Hours of work:** 160 hours per month / 40 hours per week

**Location:** Ealing Studios, Ealing Broadway

**About us:**

Racecourse Media Group is the umbrella organisation for those 34 racecourses which hold an interest in Racing TV (Sky 426, Virgin 536 and 411), Racing TV International (international betting shop/digital service) and Racecourse Data Company (licensor of Pre-Race Data). Racing TV and Racing TV International also broadcast racing from all 26 Irish racecourses.

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| **Overview of position** | * Assisting in all areas of the editorial and technical production of Racing UK’s output
* Carrying out requirements as directed by senior producers to enhance race previews & reviews.
* This can include - Researching and preparing relevant video form; video highlights; statistics for graphics and setting up telephone interviews
* Operation of HEGO telestrator to illustrate racing incidents
* Daily clipping of races for archive on IPD
* Devising, planning and delivering filming projects
* Editing features and channel content with the help of experienced editors
* After a suitable period of training, applicants will be expected to edit their own content
* After a suitable period of training, applicants will be expected to produce their own programmes
* Keeping presenters, staff and producers informed of production plans
* Producing a daily report of duties performed
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| **Person Specification**  | * Strong horse racing and betting knowledge and a passion for the sport is essential
* An ability to generate ideas to enhance the channel’s output
* An ability to produce scripts to a high standard
* An interest in television production and programming
* Some experience of working in broadcast television preferred
* Some experience of Adobe video editing software preferred
* Willing to be flexible to ensure the best output for the channel
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| **Other**  | * Working 160 hours per month
* Evenings, weekends, and bank holidays are an integral part of the shift system
* Flexible shift pattern to account for the racing calendar
* Flexibility to travel and work non-standard hours when on filming projects
* To comply at all times with Health & Safety regulations and safe working practices in accordance with current legislation and as detailed in the Company’s Health & Safety and Policy and Procedures.
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**How to apply:**

Please send your covering letter and CV to recruitment@racecoursemediagroup.com by Monday 14th June 2021.

**RMG Operations is an equal opportunities employer and does not discriminate on grounds of sex, sexual orientation, marital status, race, colour, ethnic origin, disability, age or political or religious belief in its recruitment or other employment policies.**