



Job Title: Production Administrator
Department: Broadcast Operations
Contract: Permanent
Reports to: Senior Production Coordinator, Racing TV
Direct reports: N/A
Shift pattern: 5 days per week – alternate weekend cover required
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.

<p>Overview of position</p>	<p>We have a fantastic opportunity in our Broadcast Operations Team. Broadcast Operations is all about getting our content out to air, on every platform, correctly. We oversee the coordination of facilities, production, services and staff. This involves dealing with both internal production and outside broadcasts in the UK and internationally.</p> <p>We are looking for an independent person, with a strong work ethic. Someone who is calm under pressure and can think on their feet. In return we offer great benefit package which includes training opportunities and a chance to gain experience in different departments within the production department.</p>
<p>Key Responsibilities / Tasks</p>	<ul style="list-style-type: none"> • Typing, editing, and distributing schedules both internally and externally using Microsoft Excel • Organising travel arrangements and accommodation for talent and crew • Dealing with accounts and expenses • Working closely with suppliers and other broadcast companies • Producing music reports • Helping to set up the production office with the necessary supplies • Assisting with health & safety requirements; maintaining calendar for reviews, organizing assessments, maintaining stock of supplies • Assisting talent and crew members • Attending production meetings

	<ul style="list-style-type: none"> • Being the link between the production office and other departments • Responding to enquiries and other general paperwork • Being the first point of contact for visitors • Overseeing the coordination of social events
Essential requirements	<ul style="list-style-type: none"> • Excellent communication skills • Enthusiastic and proactive manner • Good level of literacy and numeracy skills • A good level of understanding of Microsoft Excel and Word knowledge / skills (basic/intermediate level) • Good time management skills. • The ability to organise your own time and consistently meet deadlines • Able to prioritise and cope with last minute changes • Initiative and problem-solving ability • Ability to remain level-headed under pressure • Strong attention to detail • Being able to follow instructions and produce accurate work • A strong interest in further training and development
Desirable Requirements	<ul style="list-style-type: none"> • Basic knowledge of studio facilities • Basic understanding of broadcast workflow • An interest in sports / broadcast industry • Experience of working in an office environment

How to apply:

Please send your covering letter and CV to recruitment@racecoursemediagroup.com by Tuesday 19th October 2021.

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