



Role: Assistant Producer

Department: Post-Production

Reporting to: Head of Post Production

Contract: Permanent

Direct Reports: N/A

Location: Ealing Broadcast Centre, Ealing

Hours of work: 40 hours per week / 7-day fortnight pattern

About us:

Racecourse Media Group is the umbrella organisation for 35 racecourses which hold an interest in Racing TV (Sky 424, Virgin 536 and 411, Freeview and Youview 261), GBI Racing (international betting shop/digital service) and Racecourse Data Company (licensor of Pre-Race Data). In addition, content from 37 racecourses is distributed by Sports Information Services (SIS) to Licensed Betting Offices (LBOs) in the UK and Ireland.

Job Purpose:	<ul style="list-style-type: none"> Assisting in all areas of the editorial and technical production of Racing TV's output
Job Accountabilities:	<ul style="list-style-type: none"> Enhance race previews & reviews as directed by senior producers 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 promos, 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 be able to film 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 reports of duties performed

Measures for the role:	<ul style="list-style-type: none"> Generate ideas and independently take them to completion To work collaboratively within a team to produce best outcomes for the channel Ensure accuracy and compliance with instructions for tasks set
Other:	<ul style="list-style-type: none"> A passion for horse racing Flexible shift pattern to account for the racing calendar Evenings, weekends, and bank holidays are an integral part of the shift system Flexibility to travel and work non-standard hours To always comply 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.

RMG Person Specification for: Assistant Producer

	Essential	Desirable
Experience		<ul style="list-style-type: none"> • Experience in a live broadcast environment • Experience of location shoots • Experience within the horse racing and betting industry • Understanding of call sheets and shot lists
Competencies/behaviours	<ul style="list-style-type: none"> • A demonstrable interest in horse racing and motivation to develop industry knowledge • An interest in television production and programming • An ability to generate ideas independently to enhance the channel's output • Able to work independently and with adherence to guidelines • Willing to be flexible to ensure the best output for the channel • Communication: Being respectful, approachable, empathetic and team oriented • Time management: Managing time well and being on time 	<ul style="list-style-type: none"> • Able to demonstrate creative use of visuals • Able to demonstrate interest in sports social media
Skills	<ul style="list-style-type: none"> • Experience with video editing software • An ability to produce scripts to a high standard, with strong attention to detail • Excellent communication skills, both written and verbal • Ability to work under pressure of tight deadlines and changing priorities • Strong IT skills preferably on Mac 	<ul style="list-style-type: none"> • Experience with Adobe creative suite software

How to apply:

Please send your covering letter and CV to recruitment@racecoursemediagroup.com by midnight Thursday 19th June 2025.

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