JOB VACANCY -
Screen Berkshire Production Assistant Apprentice

Vacancy Details	
Vacancy Title	Screen Berkshire Production Assistant Apprentice
Employer Name	Resource Productions CIC
Employer Address	27 Church Street, Slough, SL1 1PL
Contact Name *Please only contact us if you are serious about the role and want to discuss something specific!*	**First Name**: Lesley-Anne **Surname**: Macfarlane **Position**: Screen Berkshire Manager **Telephone**: 01753 553374 **Email Address**: skills@resource-productions.co.uk
Role summary	Assisting productions filming in Berkshire and supporting day to day operations of Screen Berkshire (see job Description for further details)
What we are after	We are looking for someone with a can-do, positive attitude. As this is an apprenticeship - we aren't looking for someone with technical skills but someone who has a passion for the film industry, willing to work hard as a part of the production team and get stuck in.
Wage	£21,457.80 Per Annum, plus a package of benefits.
Working Week	9am – 5pm Working week (includes 1-hour unpaid lunch break) - outside of production periods Nb. This role requires adaptability to meet production demands. There may be longer working days, including evenings and weekends, during production periods. Where appropriate, longer days may be balanced with adjusted schedules using time off in lieu (TOIL), compressed hours or flexible working. Attending Windsor college one day a week.
Future prospects description	As part of this role, you will undertake off-the-job training. If you pass the apprenticeship, there is possibility to progress within the company.
About the Candidate	
Skills required	Good communication (in person, over the phone, email) Basic understanding of Microsoft systems Ability to multitask & Good time management Willing to learn and work as a part of a team Able to work independently Solution-focused mindset
Qualifications required	GCSE's (must have Maths and English grade C or above)
Personal qualities	Positive and enthusiastic, hardworking, and committed. Punctual, organised and self-motivated.
Additional Detail	
	This role is a Level 3 Apprenticeship **Equality and Diversity (Equality Act 2010)**

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	We are committed to promoting equality and diversity in all aspects of our work and we welcome applications from all sections of the community. This includes promoting equality in recruitment, training, development, and promotion. **Safeguarding** The successful applicant will be required to undergo an enhanced DBS check. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults. All employees must adhere to our safeguarding policies and procedures. **Data Protection** In the course of your work, you will handle personal data, including social media duties and CRM system management. You must adhere to data protection guidelines and ensure that all information is managed in compliance with the Data Protection Act 2018
Key Dates	
Closing date	**12 noon, Wednesday 18th February 2026**
Interview date	**Week Commencing 23rd February 2026**
Possible start date	**1st March 2026**
How to Apply	
Register with us	https://resource-productions.co.uk/register
Apply by Email	**skills@resource-productions.co.uk**
Please send	A CV & covering letter or link to a video explaining why you would be suitable for this role.
NOTE	You will also be required to register with the college at a later date.

SEE FULL JOB DESCRIPTION OVER PAGE…

Screen Berkshire Production Assistant Apprentice
Job Description

Job Title	**Screen Berkshire Production Assistant Apprentice**
Grade	Apprentice
Main purposes of job	Assisting productions filming in Berkshire and supporting day to day operations of Screen Berkshire
Key Objectives	
1 Office Support	• Support all email and telephone correspondence. • Support planning, delivery and reporting as and when required. • Assist with the office to be tidy, organised, well stocked and safe.
2 Administration	• Assist with production-related paperwork • Basic finance including recording expenses. • Maintain and update assets and data including: - Production Crew and Talent Database - CRM system (database)
3 Relationship Management	• Maintain good relationships with all project partners and stakeholders. • Support partnership meetings as required.
4 Production	• Act as a production assistant on sets as needed • Contribute to pre-prod, production & post-prod. • Undergo 'Production Assistant' training at Windsor College. SEE TRAINING YOU WILL BE GIVEN HERE
5 Training	• Support creative industry training events and workshops
6 General	• In addition, you will be required to undertake any other duties as may reasonably be required.
Responsible for	**Staff:** N/A
Reporting to…	Screen Berkshire Manager

We are committed to safeguarding young people and vulnerable adults. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. See here our Safeguarding & Safer Recruitment Policies.