



## **Job Description: Team Assistant, Cuba Pictures Limited**

### **Reporting to: Head of Film and TV (Dixie Linder)**

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1. Organising in-house and external meetings as directed (including arranging transport, hotel & restaurant bookings etc as required).
  2. Ensuring that all visitors to the CUBA team logged in advance into the 'Guest' logbook via Reception. Greeting guests at Reception, escorting them to their meeting and arranging refreshments as required.
  3. Fielding telephone calls and emails to the CUBA office, responding to routine enquiries and taking phone messages as required. Handling unsolicited 'cold-calls' which arrive via phone/email, and responding to email enquiries as directed.
  4. Ensuring that the office administration runs smoothly including responsibility for filing, collecting and dropping off incoming/outgoing post from Reception, organising couriers, managing in-house queries and other internal communications as required.
  5. Maintaining an up-to-date work schedule and recording information to the Company database as directed. Ensuring information is accurately recorded on the Company's website.
  6. Keeping a record of CUBA team's expenses and submitting details to the accounts team as directed.
  7. Printing out scripts and contracts as required.
  8. Assisting the CUBA team with technical issues and liaising/logging any issues with the in-house IT Support Technician.
  9. Helping to nurture and maintain the Company's existing relationships with writers, directors, production companies and agents. Working to build an in-depth knowledge of the film and television industry.
  10. Working closely with other members of the team, sharing information, ideas and networks.



### **About You - our ideal candidate will have:**

- Previous experience of working in an office, preferably within a creative/arts organisation
- Excellent communication skills and the ability to build relationships quickly
- The ability to prioritise their workload and manage multiple projects at the same time - you must be calm under pressure!
- A passion for TV, film, theatre, books and an enthusiasm to evaluate material and write reports where appropriate.

### **To apply for this position**

Send your application letter and a copy of your CV to Emily Perry at [jobs@cupictures.co.uk](mailto:jobs@cupictures.co.uk)

Make sure you write "Application for Assistant Position" in the subject line of your email.

*Team Assistant – job desc (Nov 2017)*

*Cuba Pictures Ltd*

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