



## JOB DESCRIPTION

**JOB TITLE:** Distribution Assistant (INTL)  
**REPORTING TO:** Head of Finishing & Distribution

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### COMPANY OVERVIEW

Picture Production Company is a leading international creative production agency that combines a dedicated award-winning creative team with unparalleled production facilities.

With offices in London and LA, we offer a full cross-platform service that delivers on brief, on budget and on schedule – our commitment, our passion and our attention to detail can be seen on-screen in each and every job we do.

### ROLE OVERVIEW

Sat within the Distribution team, the role of the Assistant is to provide data/file wrangling support to the localisation team working across key international clients.

Secondary responsibilities will involve supporting the Distribution team in the delivery and clearance of material on a global scale as well.

### RESPONSIBILITIES

#### PRIMARY

- To provide data/file wrangling support to the localisation department working across key international clients.
- To QC assets upon arrival at PPC and alert Production/Account Management teams to abnormalities.
- To transcode materials to the standard 'house format', maintaining the quality of the sources provided.
- To transcode finished materials to a multitude of specifications for broadcast, online and out-of-home use and to QC all materials prior to uploading to client asset management platforms.
- To assist the Head of Finishing & Distribution in building and maintaining the company's network of transcode and QC profiles.
- To keep track of materials and provide data to the localisation team upon request.



## SECONDARY

- To provide administrative support to the Distribution Team.
- To transcribe and submit materials to clearance bodies such as Clearcast, RTE, Radio Centre, CAA & ARPP and keep up-to-date records of advice/restrictions.
- To advise account management and production on clearances and copy issues for both rough and final content for broadcast clearance: restriction/timing guidance and claim substantiation.
- To liaise with clearance bodies regarding marketing materials. To act on behalf of clients, finding solutions to minimise restrictions.
- To liaise with external stakeholders such as Media Agencies to accurately obtain campaign information.
- To work with IMD and other digital delivery services to ensure spots are delivered to the correct broadcasters, to deadline.
- To communicate spot rotation instructions to broadcasters for Pan Regional airtime and respond to queries relating to material.
- To establish good working relationships with external bodies.
- To provide legal QC of all material prior to it leaving PPC and flagging any issues.
- To generate reports for finance and account management when requested.
- Assisting with other general office related duties as and when required.

## ADDITIONAL SKILLS

- Good knowledge of file formats used across film, broadcast and online and understanding of the common issues that are likely to be encountered.
- Previous use of transcoding & asset management systems would be an advantage.
- Good knowledge of Adobe Premiere Pro CC.

## PERSON TYPE

- High attention to detail.
- Excellent problem-solving skills.
- Ability to work in a high volume, fast paced environment.
- Tenacious work ethic / perfectionist.
- Previous experience within broadcast or media quality control role would be advantageous.
- Interested in film, advertising or broadcast technology.