



JOB DESCRIPTION

JOB TITLE: DISTRIBUTION ASSISTANT (UK & ROI)
REPORTING TO: HEAD OF FINISHING & DISTRIBUTION

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 agency 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 support to the Distribution team working across key UK & Republic of Ireland campaigns including those for major film distributor and brand clients.

MAIN RESPONSIBILITIES

- To provide administrative support to the Distribution Team.
- To transcribe and submit materials to clearance bodies such as Clearcast, RTE, Radio Centre, CAA 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 & Broadcasters 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 work alongside account management in creating delivery schedules.
- To communicate spot rotation instructions to broadcasters and respond promptly to queries relating to material.
- To establish good working relationships with external bodies.
- Provide support to other departments within PPC, flagging and pre-empting problems.
- To provide legal QC of all material prior to it leaving PPC and flagging any issues.
- To transcode materials to a range of delivery formats.
- To generate reports for finance and account management when requested.
- Assisting with other general office related duties as and when required.

SKILLS & EXPERIENCE

- 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 systems would be an advantage.
- Experience with bodies such as Clearcast would be an advantage.
- High attention to detail.
- Excellent problem solving & time management skills.
- Ability to work in a high volume, fast paced, albeit fun, environment.
- Tenacious work ethic.
- Previous experience within broadcast, film or advertising.
- Interested in film, advertising or broadcast technology.