Role Definition

Job Title: Production Assistant
Reporting to: To the Partners and Senior Partner.

A unique opportunity to join a highly creative environment in the Design Communications team. The team are responsible for the visual representation and production of visual artwork for all projects from sketch through to photorealistic imagery, whilst assisting in the design process. The team continue to push the boundaries of the industry – creating and designing the unbuilt reality through relationships with the environment and a strong focus on storytelling.

The team are looking for a motivated production assistant, who has a background in design or a similar creative industry, with a strong interest in storytelling. This role will be responsible for supporting the team’s production, helping optimize workflows, managing resourcing and communicating with a growing team of talented artists, maintaining efficiency and creativity.

Responsibilities
• Support all day-to-day team operations, assisting team leads with managing the resourcing of 40+ artists, project coordination and communication with design teams.
• Assist in communicating effectively with Foster + Partners design teams on the production of artwork for exciting competitions and innovative design projects, building trust and positive relationships with peers and key partners across the practice.
• Track project and monthly/yearly production and efficiency of the team. Record and keep control of deliverables and deadlines.
• Manage project costing, budgeting, and forecasting across all team projects.
• Facilitate effective communication ensuring clarity of expectations, timely feedback and alignment on project requirements.
• Have an intuitive and forward thinking approach to resourcing of team members to ensure efficiency of time.
• Creatively contribute and assist to team efficiency methods, workflow, presentations, library maintenance and archiving.
• To work autonomously and as part of a collaborative creative team.
• Thorough knowledge of and compliance with Foster + Partners procedures and standards
• To contribute, or otherwise assist as required
• Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.

Qualities and skills required
• Methodical, accurate and consistent attention to detail
• Excellent organizational skills and critical thinking
• Able to demonstrate initiative and a proactive approach to daily tasks with creative problem-solving prioritizing responses in changing situations, making informed decisions and recommendations.
• Good communication skills with the ability to understand, communicate and demonstrate workflows and understanding the storyboard of artwork production
• Self-motivated and able to take responsibility with a flexible attitude.
• Have enthusiasm and true passion to encourage creative artists with emotional intelligence.
• Able to manage sensitive and sometimes confidential information
• Able to manage and prioritize tasks time efficiently, demonstrating project management skills to potentially coordinate multiple projects.
• Able to work well under pressure and meet deadlines efficiently, demonstrating initiative and a proactive approach to daily tasks.
• Able to demonstrate ability to undertake the above responsibilities
• Legally able to work in the UK.

Desirable
• Capability to manage client relationships and team leadership effectively.
• Exemplary attention to detail, ensuring the highest quality of work.
• Ability to focus on multiple projects simultaneously.
• Working knowledge of Word, Miro, Excel, Powerpoint production software or similar software

This description provides an overview of the role's core activities and responsibilities. It's designed to be adaptable, reflecting the evolving nature of our work environment. As we embrace change and growth, your willingness to flexibly approach your responsibilities is invaluable. Our job descriptions are regularly reviewed and revised to align with organizational needs. Significant changes will be communicated in consultation with you.

August 2023