

## **Editorial Assistant, Emmerdale, 12 Month FTC Leeds**

We have an exciting opportunity available within our Editorial Department at Emmerdale. The role will be based within the Pre Production team who are responsible for the successful and accurate delivery of timed scripts for onward delivery to the Production Teams.

As our Editorial Assistant you will cover all aspects of scripts for the Pre Production of the programme. These will include importing and formatting scripts, writing scene synopses, reading scripts for production continuity, assisting with the timing of scripts, as well as providing a full administration service to the team.

You will join us with a willingness to learn, together with a proactive and adaptable approach when working with different people and shifting priorities.

You must have strong administration skills, be highly organised, have a keen eye for detail, able to demonstrate a firm grasp of written English and able to proofread documents, checking for spelling, punctuation and grammatical errors. You will have strong interpersonal skills as well as excellent computer skills. Knowledge of Microsoft packages and Google docs would be an advantage but isn't essential.

Knowledge of the production process and Continuing Drama would be an advantage but isn't essential. You will have the ability to deal with creative people in a pressurised, fast paced environment.

If you're up for the challenge apply now! If you are selected for interview we will be holding a workshop in Leeds on Wednesday 12th December in Leeds.

**Closing date for applications: Sunday 2nd December 2018**

More info and how to apply: <https://bit.ly/2Q61ACJ>

We continue to work hard to make meaningful changes to make sure ITV continues to welcome diversity, celebrate individuality and support an inclusive working environment.

We are proud to be an Albert Accredited Sustainable Production. With environmental sustainability at the core of everything we do both on and off screen an awareness or qualification in carbon literacy would be advantageous. Should you be successful in

your application there may be a chance to receive this training.

