

# Operations & Production Assistant

## INTRODUCING ICHI ✓

ICHI is an award-winning creative agency producing standout campaigns for some of the world's biggest, most loved entertainment brands.

We believe that in the competitive world of gaming, IP alone is not enough. Earning the attention of today's most dynamic audience requires activating a brand's potential to inspire. We call this hero energy. Applying industry-leading expertise, ICHI craft audience-led, brand-level solutions: the difference between fleeting engagement and IP devotion.

## ROLE OVERVIEW ✓

The Production & Operations Assistant is responsible for supporting the Production team in producing both internal and external projects, helping to ease operational pressure on other departments. Through their support, ICHI delivers projects on time and on budget, by removing administrative and logistical blockers to all parts of the agency's operations.

The Production & Operations Assistant will inspire an atmosphere of best practice by offering additional support to the producers where needed, helping to ensure that all agency operations and processes are adhered to, even at speed. The Production & Operations Assistant absorbs the many miscellaneous tasks throughout project lifecycles, so that the producers can be in the very best time, place, and mindset for the wider team.

## SKILLS AND EXPERIENCE ✓

As the Production & Operations Assistant, you're instrumental in:

- Supporting the Production team for effective project delivery.
- Assisting with operational tasks, including resource management and monthly reporting.
- Acting as lead producer for internal projects.
- Handling travel arrangements, keeping within set budgets.

- Ensuring project management systems are regularly updated.
- Collaborating with the Head of Production in onboarding and providing IT support for freelancers.
- Supervising the quality control of assets, under senior guidance.
- Handling administrative tasks, ensuring every department runs smoothly.
- Double-checking briefs, JCAs and any other project-specific literature, as directed by the producers.
- Organising company travel for all departments – all within assigned budgets where required.
- Helping source and book VO artists/music with required usage.
- Proactiveness, organization, and a solid understanding of project management.
- A quick learner, absorbing both client and agency knowledge swiftly
- An eye for detail, ensuring operations run without hitches.
- Team spirit, open to feedback, and excellent collaboration skills.

## WHAT DO YOU GET ▼

- Salary: Circa £25,000 p.a., based on experience. (Hybrid model with 2 mandatory office days).
- Probation: 6 months. Notice period: 2 months.
- Company pension scheme
- BUPA healthcare
- Income protection cover
- Life Assurance
- Employee Assistance Programme (EAP)
- Team social events
- Summer hours
- Training
- Friendly working environment

**And much, much more...**



## SUBMISSION ▼

- **1st Round** - Email submission to [jobs@ichi-worldwide.com](mailto:jobs@ichi-worldwide.com)
  - › **CV**
  - › **Cover Letter** - introducing yourself and why you would like to work at ICHI
- **2nd Round** - Completion of small task, and video call with Head of Production
- **3rd Round** - face-to-face interview with the Head of Production and Other Leadership