

We are looking for a dedicated full-time **Production Assistant** to join our team in Hamburg immediately.

You have several years of experience in the commercial film industry, a good part of it as a PA, are looking for the perfect 'dispo' and a bunch of filmmakers is like a family to you? You know what info you need and what to do when a fitting, casting or PPM has to be organized? Then you are the right person for us as a PA with passion.

These would be your tasks:

- As part of the production team, you will support film projects, e.g. by doing all kinds of research, as well as travel arrangements and the preparation of meetings and documents that arise in the context of a commercial film production (briefings, actor contracts, PPM booklets, crew lists, etc.).
- Supporting the production and the accounting department with project invoices
- Independent work in obtaining cost estimates as part of the calculation of film projects (Co-)organization of PR measures such as mailings or events

What you should bring with you:

- Several years of experience in the field of film production, especially advertising film
- High motivation, a strong organizational talent, sense and understanding for commercial processes, ability to work under pressure, flexibility, and a desire for challenging tasks (and a bit of rock'n'roll!)
- Friendly appearance, communication skills, very good written and spoken English, very good written and spoken German Class B driver's license – a van or long Sprinter won't scare you off
- Confident handling of all common office programs (MS Office/Google Suite/iWorks)
- Extensive databases and server structures are standard for you

This is what we have to offer:

- A full-time job in a creative high-end film production with its own studios, motion control system, lighting equipment, wood and metal workshops, a tailor shop, as well as with a fully comprehensive post-production and sound studio
- A modern and pleasant working environment with more than 50 colleagues, who appreciate a family-like interaction with each other
- Freedom to shape your workplace and work structure
- Openness to suggestions for improvement and personal initiative
- Really delicious coffee

Contact us:

If the whole package appeals to you, then please apply with your complete and meaningful application documents, stating your salary expectations and the earliest possible starting date, by e-mail at [careers@themarmalade.com](mailto:careers@themarmalade.com) for the attention of Ben Horstkotte. We look forward to hearing from you!

