CLIMATE SPRING

Title: Development Assistant (Remote, UK)

Reporting to: Head of Scripted

Salary: £30,000

Contract: Fixed term for 12 months, full time, with opportunity for extension

Location: **Please note, applicants must reside and have the existing right to work in the UK.**

About Climate Spring

Climate Spring is a global organisation dedicated to shifting how the climate crisis is represented in film, TV, literature and popular culture. Climate Spring supports the screen industries and creatives with early-stage development funding, training and worldbuilding workshops for storytellers, writers' development opportunities and expert story consulting on climate narratives in film and TV.

To date, Climate Spring is funding, supporting and consulting on more than 100 film and TV projects across scripted and unscripted. Climate Spring is also home to the Climate Fiction Prize, the first literary award of its kind, a co-founder of the Climate Playwriting Prize as well as a partner of the actor-led Green Rider campaign.

The role

We are looking for an experienced Development Assistant to provide vital administrative and running support to our Scripted team and Head of Scripted Creative. The role will support the funding, development and production processes along with managing our IP tracker, research, pitch design, proofreading and other ad-hoc tasks as requested by the team. The best fit for this role will be someone who is passionate, ambitious, and efficient - both a self-starter and a team player, as well as a voracious reader of books who watches lots of TV and films across all genres.
This is a wonderful opportunity for applicants to gain hands-on experience in a creative environment with flexible working hours. This role isn't entry level to television but can be an entry point to Scripted development. The ideal candidate will be someone who wants to step up from a PA, running or agency administrative role and therefore has existing knowledge of the industry and landscape.

Key responsibilities

- Providing administrative support to Scripted and Unscripted teams, including scheduling meetings, reviewing submissions, funding support and other ad-hoc requests
- Ensuring development slate and project information is up to date
- Supporting with Development and Production processes
- Leading management and maintenance of IP tracker
- Supporting with research, pitch design and proofreading

Essential experience and skills

- Previous experience working in the world of TV and or film
- Office/Administrative experience
- Demonstrable awareness of the UK television and film landscape
- A passion for climate storytelling and drama with a hunger to learn more
- Familiarity with all software packages including Final Draft script programme (which can be taught)
- Good administrative, time management and organisational skills with an ability to prioritise and juggle workload sensibly and take initiative
- Excellent attention to detail
- A flexible approach to working hours
- Demonstrable ability to deal with a wide variety of people, including commissioners, cast, agents, writers, production teams etc

Desirable experience and skills

- Communication/Teamwork Skills - able to work as a key member of a team and work in a confident and collaborative way.
- Great interpersonal skills – the ability to communicate clearly and concisely, and to be formal or familiar, as the situation requires
- Ability to deal sensitively and confidently with internal staff and external guests with an understanding of the need to handle confidential information with tact and sensitivity.

How to apply

If your skills and experience meet the above requirements, please apply by emailing recruitment@climate-spring.org attaching:

1. A CV outlining relevant employment history, qualifications and experience (maximum two pages)

2. Cover Letter (maximum one page)

Throughout your cover letter, we encourage you to use specific examples to illustrate your experience and skills, rather than repeating what's outlined on your CV.

Please note that AI-generated applications will not be considered.

4. Please also fill out this recruitment monitoring form when you apply.

Deadline for applications: Wednesday, 9th December, 5pm GMT

First stage interviews: scheduled to commence 10th December

www.climate-spring.org