

# Job Title: Team Assistant

**Department: Home Entertainment Marketing Team**

**Reporting to: Senior Vice President, Home Ent & Digital – UK**

**Location: London, UK**

**Role Overview:**

Supporting the UK Home Entertainment Marketing team. Effectively and efficiently manage the communication within the team, between departments internally and with our external sales company. Supporting the SVP – Home Ent & Digital with planning for meetings and events, travel and administrative duties

## Key Responsibilities include:

* Supporting the marketing team with minute taking, release schedule updates and marketing asset retrieval/delivery
* Create and distribute the weekly home entertainment report to be sent out to key stakeholders
* Assisting the Home Entertainment team with social media asset management, keeping website and social channels up to date
* Manage all NSO requests, send out competition prizes and management of the department cupboard space
* Assist Product Managers in varying capacities on both New and Catalogue release product, including
  + Research and fact-finding
  + Copy checking all packaging, advertising and other marketing materials
  + Trade Press co-ordination
  + Asset Library management
* Delegate and oversee any marketing duties required from work experience candidates, interns and company runners
* Liaise with the sales teams on the supply of marketing materials and all release information
* Manage premiere and social events for the Department
* Assist the Senior Vice President and team with various ad hoc admin tasks on a day to day basis
* Assisting with the raising of PO’s and helping with invoicing

## Experience, Skills, Knowledge, Education

* Very strong attention to detail
* Excellent time management skills, project management and organisational skills
* Excellent communication and interpersonal skills
* Strong numerical and analytical skills, demonstrating a high level of accuracy
* Ability to work independently and proactively
* Willingness to bring new ideas to the team and challenge ways of working
* Passionate about Film (beneficial but not essential)
* Ability to work collaboratively, using inspiring initiative
* PC literate (e.g. MAC and MS Office – Outlook, Word and Excel)
* Discreet and able to handle confidential information appropriately with high level of integrity
* The ability to work to tight deadlines

**Objectives – seeking candidates who demonstrate the Lionsgate values:**

* **Collaborative** - a great team player who works well alongside all stakeholders
* **Passionate** - an ability to enrol, involve and motivate others with your ideas and plans
* **Innovative** – a creative flair, with the ability to think differently and offer new solutions and ideas
* **Inspiring** – demonstrate drive, tenacity and commitment to the job in hand
* **Integrity** – remaining true to the company’s values and always acting with positive intent