



## **Editorial Assistant, Global Drama**

**Reports to:** Editorial Director, Global Drama

**Location:** Stephen Street

### **Job overview:**

The Editorial Assistant supports the Director and Editorial Director of Global Drama and works in close conjunction with the team to provide administrative and editorial support.

We are looking for someone who is excited about joining a small but thriving drama team – someone with enthusiasm and a flexible approach to their working day.

### **About the team:**

The Global Drama team are involved from script to screen with Fremantle's global network of in-house producers; connecting creativity, packaging talent, sharing and developing ideas, formats, trending research – as well as best practise – whilst helping with the roll out or cross-fertilisation of drama formats and scripted IP. The team also manage creative relationships with third party producers around the world to enhance Fremantle's scripted slate, providing editorial and development feedback, financing and co-production expertise.

### **Here you'll get to:**

- Give general development and administrative back up to the Global Drama team.
- Read and report on new book submissions in a timely manner and to support the Editorial Director and Drama Executive on building strong relationships with various book publishers.
- Ensure that information on new book releases is flowing through the department – reading book reviews and industry news magazines and highlighting books that could be of interest to our producers so they can be discussed with the team.
- Manage and maintain various trackers for the Global Drama team including but not limited to a book submissions tracker, script submissions tracker, writers tracker and scripted formats tracker, whilst also ensuring that the team provide feedback on newly submitted scripts in a timely manner where necessary.
- Provide script feedback where requested and report back to the Editorial Director in a timely manner.
- Ensure that internal systems are updated with key development information on a frequent basis.

- Proof scripts, treatments and development material where necessary.
- Assist the Editorial Director and Drama Executive with the smooth running of the Fremantle Script Club, arranging and attending sessions, organising training for new members and collating feedback where requested.
- Provide administration support for and contribute to the Global Drama Moodboard sessions where requested, ensuring that all attendees are properly briefed beforehand with scripts and treatments before each session.
- Support the Editorial Director and Drama Executive in organising the annual Global Drama Summit - a key event in the diary for the Global Drama team and Fremantle's producers.
- Undertake occasional administrative/PA cover for team – covering phones and diaries when other administrative team members are on leave or are unavailable.
- Provide administrative support to the Creative Director of Storyglass, Fremantle's scripted podcast label which sits within the Global Drama team.

**We're looking for:**

- Knowledge and experience of Drama output and development. A demonstrable interest in the wider Drama landscape.
- Experience of script reading and writing script and book reports with an ability to demonstrate sound editorial judgement and sensitivity, both verbally and on paper.
- An enthusiasm and interest in popular entertainment. A passion for drama: television, film, theatre, radio and literature.
- The ability to problem solve and think creatively.
- The ability to juggle a wide variety and large number of different responsibilities and projects, while still maintaining a high standard of performance and an attention to detail.
- A willingness to be flexible, both in terms of the contents of the job and the hours involved.
- Excellent research, administrative, organisational and presentation skills.
- A broad based knowledge and a familiarity with conventional and specialised sources of information and research techniques.
- The ability to work unsupervised, exercising initiative and assessing priorities but referring issues upwards where appropriate.
- Strong attention to detail and the ability to maintain accurate administration systems.
- An awareness of the financial consequences of editorial decisions.
- A high level of interpersonal skills sufficient to enable the post holder to establish effective working internal and external relationships.
- Experience of handling confidential and/or controversial information with tact and sensitivity.
- A high standard of literacy.
- Fully conversant with office computer systems and ability to plan and organise databases as required.
- The ability to evaluate ideas, critically assess quality and accuracy of information and assemble usable research and briefing notes.
- The ability to generate and transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.

- The ability to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- Someone who can adapt and work effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.
- The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- The ability to use own initiative, to solve problems using own judgements and take responsibility for the consequences of decisions made.

### **Why join us?**

Fremantle is one of the largest and most successful creators, producers and distributors of scripted and unscripted content in the world – from Got Talent to My Brilliant Friend, The X Factor to The Young Pope, Idols to American Gods, The Price is Right to The Apprentice.

A global entertainment powerhouse, Fremantle has an outstanding international network of production teams, companies and labels in over 30 countries. We produce in excess of 12,000 hours of original programming, roll out more than 70 formats and air 400 programmes a year worldwide. The group distributes over 20,000 hours of content in more than 200 territories. We are also a world leader in digital and branded entertainment, with more than 370 million subscribers across 1,500 social channels and over 100 billion views across all platforms.

We are part of RTL Group, a global leader across broadcast, content and digital, itself a division of the international media giant Bertelsmann.

For more information, visit [www.fremantle.com](http://www.fremantle.com), or follow us [@FremantleHQ](https://twitter.com/FremantleHQ) and visit our [LinkedIn](#) and [Facebook](#) pages.

**To apply please email [careers@fremantle.com](mailto:careers@fremantle.com) with your CV and covering letter.**

*Everyone who works at Fremantle is expected to be flexible regarding their duties. A job description is not an exhaustive list of what an employee is expected to do as roles may change and evolve over time.*