

Want to help
shape the moments
that matter?

Acteon

Design Studio Production Assistant

Thank you for your interest in this position. This document will give you more information about Acteon, our work, and this role. On the next page you will find details explaining how to make your application.

Acteon is a Cambridge-based consultancy with international clients in a wide range of sectors. We create award-winning communication and learning solutions in response to the unique requirements of our corporate clients across a range of sectors. We also offer strategic consultancy on communication issues, and design and build online applications that enable users to share and access information.

Our creative Studio bring our projects to life. They work across a range of media and content formats including e-learning, animation, audio, print and photography. Working closely with our consultant and technical teams, they translate concepts, scripts and storyboards into attractive, engaging and interactive content. Our designers bring a range of talent in illustration, animation, interface design and branding. The creativity, efficiency and accuracy of the Studio team is at the heart of our success.

The Design Studio Production Assistant will join our Studio team and support the development of communication and learning materials. The work will primarily involve producing engaging and effective learning content using a variety of e-learning authoring tools as well as PowerPoint.

Working closely with our Studio Production Manager and our experienced designers, the Digital Production Assistant will:

- test and QA the finished material
- implement page and screen layout designs
- build content using graphic, audio and animated assets
- assemble assets and deliverables for client handover
- contribute to the creative process with Studio colleagues.

This is a production-focused role for someone with an eye for design and attention to detail. They will ideally be familiar with Adobe Illustrator and have a good standard of written English. Experience with Articulate Storyline would be highly valued but is not essential. They will also be someone who:

- is task focused, loves processes and contributing to a team
- has a meticulous eye for detail
- is self-motivated, quick to learn and adapt to new software
- is interested in keeping up with latest industry developments.

This is a great opportunity for someone seeking their first role with a commercial business to join a multi-award-winning company.

What we offer

The post is a full-time position, and the salary is negotiable based on experience, in the range £20,000 - £24,000. We also offer a contributory pension scheme, life assurance, subsidised gym membership, and 25 days annual holiday (in addition to statutory holidays). In successful years we make bonus payments.

Who we are and how we work

Acteon is a limited liability partnership. We pride ourselves on the high quality of our work, the frequency with which we exceed our clients' expectations, and our ability to get things right first time. This is reflected in the many national industry awards we have won.

Acteon has an informal structure where hierarchy and management are kept to the minimum – a working style that we value highly and which requires colleagues to be mature, cooperative and self-directed. We value and listen to the opinions of all colleagues; good working relations and responsible attitudes to teamwork are at the heart of our organisation.

Our Cambridge office re-opened in early 2022 and all colleagues have moved to a flexible working pattern with some time spent in the office and some time working from home.

Making your application

To apply for this role, please send us:


1. Your CV.
2. A covering letter, briefly explaining your suitability for the role. Please state where you saw this post advertised.

Applications must be submitted by **14 April 2023**. Please send your application by post or by email to: recruitment@acteoncommunication.com

Acteon, Burleigh House, 15 Newmarket Road, Cambridge, CB5 8EG.

Following review of the applications, a short test will be sent out via email to selected candidates to complete remotely. Following review of that, successful candidates may be invited to our offices for an interview or via Microsoft Teams/Zoom.

For further information, please contact Ivona Trubelja-Dejanovic via email at ivona.dejanovic@acteoncommunication.com



Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is a multi-award winning agency with an international reputation for quality and innovation.

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