

want to make
an impact?

Acteon

Digital Production Assistant: Job description

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 clients. 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, film, 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, branding and film production. The creativity, efficiency and accuracy of the Studio team is at the heart of our success.

The **Digital 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:

- implement page and screen layout designs
- build content using graphic, audio and animated assets
- test and QA the finished material
- 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.

We operate from attractive offices close to the centre of Cambridge and we offer a friendly and flexible working environment where personal responsibility and initiative is valued. Due to Covid-19 we are currently working remotely with limited access to the offices themselves. The successful candidate would be joining a team remotely. We recognise the challenges this could create, and support will be in place to make this transition as smooth as possible.

The post is a full-time position, and the salary is negotiable based on experience, in the range £18,000 - £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. We are a sponsor of the Learning and Skills Group, an ambassador of the Towards Maturity benchmarking programme and a member of the E-learning Network.

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.

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 **18 January 2021**. Please send your application by post or by email to Nicola Bradnam: nicola.bradnam@acteoncommunication.com

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

Following review of the applications, selected candidates will be invited to our offices for an interview where Covid-19 restrictions allow.

Further information

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 one of the most successful e-learning agencies in the UK, having won 8 Gold Learning Technologies Awards.

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