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|-------------------|---------------------------|----------------------|----------|
| Job title | Casting Assistant | | |
| Job family | Content Production | Proposed band | B |

Job purpose

As part of a highly creative production team you will identify, research and develop ideas and content, often to tight deadlines. You will contribute to the delivery of content and provide support across all output as required.

- Key responsibilities and accountabilities**
- To arrange, set up and coordinate casting sessions.
 - To conduct general administrative tasks related to casting, including contacting a large volume of talent, agents and presenters who write into the BBC on spec.
 - Responsible for sending out script breakdowns from large databases via email or fax to talent/production teams.
 - To respond to last minute changes in the schedules by informing the necessary parties involved in a casting session, and to deal with any changes to on-screen talent bookings.
 - To respond appropriately to late scripts or schedules, ensuring that the teams have access to the latest information at all times.
 - To attend showcases during busy May & June Drama school periods to help cover the number of students and to go to the theatre to broaden knowledge of acting talent.
 - To source young actors and hold sessions, where appropriate.
 - To set up and maintain information systems.
 - To assist in ensuring that any activities comply with the BBC Health and Safety policy

- Knowledge, skills, training and experience**
- Essential**
- An awareness of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly.
 - Understanding of the importance of the BBC's values in accuracy and impartiality.
 - Passion for broadcasting and the media industry
 - Experience of working in casting and in within an administrative role
 - A wide knowledge of actors and agents and experience of working with talent.
 - Ability to use IT proficiently, including a range of software packages
 - Demonstrable understanding of programme making.
 - Experience of handling confidential and/or controversial information with tact and sensitivity.
 - Excellent interpersonal skills and the ability to communicate effectively and appropriately with a wide variety of internal and external colleagues and contributors.
 - Able to work as member of a team and work in a confident and collaborative way.
 - Ability to prioritise a conflicting workload efficiently and to maintain standards of accuracy and attention to detail when working to deadlines or changing priorities.

| Job impact |
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| <p><i>Decision making</i></p> <p>Typically directed by the Casting Director, and will read the script and support the Casting Director to make a list of suitable talent.</p> <p><i>Scope</i></p> <p>The job holder generally works to short term deadlines and liaises with a number of stakeholders to ensure casting sessions and talent are contracted for a production(s).</p> |

| Other information | |
|---------------------------------|---------|
| For Reward team use only | |
| Job Code | |
| Definition: | Content |

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

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| Division | |
| Reports to (title) | |
| Location base | |

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| Organisation structure | |
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| Additional job specific responsibilities and accountabilities | |
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| <ul style="list-style-type: none"> • • • • • • • • • • | |

| Approval | |
|----------------------------|--------------------|
| Manager | Name and job title |
| HR Business Partner | Name |
| Date | |