



PRODUCTION ASSISTANT (Closing date: Tuesday 6 May 2025)

Role Details:

Duration: Four days, Thursday 12 – Sunday 15 June 2025 at Borders Book Festival

Hours: Variable hours negotiated to align with the festival programme

Objective: Assist with content creation and production during the book festival. Supporting young people on the programme to explore, develop and execute creative ideas. Strong emphasis on creating content for social media such as TikTok, Instagram and Facebook.

Fee: £500 (paid on receipt of invoice)

Applicants:

This role is part of a project designed to support young people in building skills and experience within the media industry. To apply, you must be aged under 30. This age requirement reflects the focus of the project and helps us offer opportunities to young people who often face barriers to entering creative careers.

Applicants with strong connections to the Scottish Borders, such as those living, working, or studying in the region, will be at an advantage, but we warmly welcome applications from all backgrounds.

Borders Book Festival takes place in the grounds of Harmony House, St. Mary's Road, Melrose, TD6 9LJ. If successfully appointed, you are expected to make your own way to and from the venue. Some programme events will end later in the evening.

Responsibilities:

As a production assistant on our team, your responsibilities will include:

- Helping with early planning including content ideas and setting up filming equipment
- Operating cameras and sound during filming, including capturing vertical video on phones for social media
- Supporting editing and other post-production work
- Staying flexible and willing to help with various tasks across the project
- Encouraging and assisting the young people (aged 16–25) on the media team, building their confidence and creative skills



Benefits:

- Get hands-on experience in a friendly and supportive environment
- Try out ideas, be creative, and build confidence in your work
- Add valuable content and credits to your CV or portfolio
- Work with professionals and learn from experienced team members and visiting journalists
- Make connections with authors, guests, and others working in the media
- Shape the role to focus on what you most want to develop
- Enjoy free food with Festival Food Village vouchers provided

What we're looking for:

We're looking for an enthusiastic young person who is confident in content creation and production and has some understanding of how to use filming and editing equipment. You might be studying media, journalism or a creative subject, or you may have built experience in your own time. If you're passionate about storytelling and see your future in the media, we'd love to hear from you.

Additional information:

This is a freelance role for the duration of the Bloom Media project at Borders Book Festival. If selected, you will be working independently and will be responsible for managing your own tax and National Insurance. You will not be employed by Borders Book Festival, and this role does not come with employee benefits such as holiday or sick pay.

The successful applicant will be asked to invoice for the agreed fee after completing the work. This is a great opportunity to develop skills, gain practical experience, and build your confidence as part of a professional team in a live festival setting.

How to apply:

1. Please send us a copy of your up-to-date CV
2. Along with your CV, send a short covering letter (no more than one A4 page) explaining why this opportunity is right for you.
If you prefer, you can send an audio or video message (up to three minutes) instead of writing.
Please make sure your file is clearly labelled with your name.
3. If sending a written application, email your CV and covering letter to:
bloom@bordersbookfestival.org



4. If sending an audio or video file, please use WeTransfer and send all files to: bloom@bordersbookfestival.org. Remember to include your name, contact details and a short message explaining what you've attached.

Please send your application by: Tuesday 6 May 2025

Online interviews will be held on the evening of: Wednesday 14 or Thursday 15 May 2025

We look forward to hearing from you and hopefully welcoming you to the Bloom Media team!

Any questions:

If you have any questions about the role, feel free to contact Project Manager Lisa Cowan.

Phone: 07572 971238

Email: bloom@bordersbookfestival.org