



## ***PRODUCTION ASSISTANT / BOOKER***

GAS Studios is a Seven Sisters based photographic studio complex established in 2019. We're a sister company to GAS Production Hire and are ourselves a quickly growing team servicing stills and motion shoots - with a focus on the high end fashion market. After a year of huge growth, we're in need of a production assistant to assist with bookings and logistics.

The ideal applicant would be enthusiastic for all things photographic and have a particular eye for detail. If you have leadership experience and an interest in making peoples creative projects happen apply within.

- Assisting with studio bookings from enquiry to invoicing
- Communicating with clients by phone and email, being their point of contact through the booking process and maintaining good business relationships with clients
- Co-ordinating the details of studio bookings including catering and equipment rentals
- Collating job information using the Inspire booking system and maintaining all paperwork
- Putting together job sheets for studio bookings and working with the studio Operations Manager to see that all shoot details are prepared for
- Ensuring clients needs are met to a high standard
- Working with the Studio Manager in developing the studio and it's services

### **The candidate will be:**

- Detail orientated
- A clear communicator
- Confident in all things client facing & customer service - Well organised
- An efficient problem solver
- Able to work well independently and within a team

Experience in photographic studios is preferable.

This position is now available on a full time basis with an immediate start date.

Please apply with a brief covering letter and your CV to [jobs@gasph.com](mailto:jobs@gasph.com)