

## Breakthrough 2026 Job Description

### Resource Productions CIC - Workshop and Event Assistant - Slough

Employer name	Resource Productions CIC		
Employer Website	<a href="https://resource-productions.co.uk">https://resource-productions.co.uk</a>		
Employer main contact	Siobhan Hardy Training and Development Manager		
Employer email	<a href="mailto:siobhan@resource-productions.co.uk">siobhan@resource-productions.co.uk</a>		
Start Date	28 <sup>th</sup> September 2026	Hours Per Week	25
Working week	09:00 – 16:15 4 days a week, 1hr lunch(unpaid)  Occasional evening and weekend work may be required	Hourly Wage	£12.71

Job Title	Workshop and Event Assistant		
Company Overview			
<p>Resource Productions are a film and arts production company and training provider. We enable social change through arts and film whilst diversifying the creative industries.</p> <p>We work by identifying and nurturing non-traditional artists and filmmakers through outreach and engagement by working with local organisations, providing weekly workshops for young people and providing free quarterly events for aspiring amateur or professional artists, arts leaders across Berkshire and youth and community groups. This then leads to training and development through training workshops, bootcamps and one-to-one support. We're then able to produce and showcase projects and talent and enable a pipeline into the industry and employment.</p>			
Job Description			
<p>You will provide support for all teams across the company, but primarily, you will be working alongside the Arts and Training team where the focus will be wider Creative Arts in Digital Media, Training for young people, workshops, events, outreach and engagement.</p>			

This role will include assisting with the:

**1. Workshop & Event Delivery:** Act as a Workshop Assistant to Resource Productions. Work with the Youth Engagement Slough and Resource Productions teams to plan and deliver Creative Arts and Film based workshops. Be a peer mentor in these settings where young people are the target audience. Support co-ordination of all ticketed events and sessions, supporting the Youth and Community Worker and Marketing and Communications Officer.

**1. Administration:** It is your responsibility to ensure all registers and registrations forms are completed on GoodCRM in a timely manner. You will support Event and workshop correspondence with participants before and after. You will support the Production and Training teams to carry out a wide range of business admin tasks across the company areas. You will also support with any Production Admin concerning any projects and shoots.

**2. Marketing:** Assist in the promotion of Resource Productions, Youth Engagement Slough, Screen Berkshire and Berkshire Film Office activities through the physical distribution of flyers, attendance at youth, careers and job events and online promotion through social media. Manage the collation of job and experience opportunities in the Film and wider Creative Industries.

**4. Resources:** Keep the office in good working order and ensure all materials and refreshments are tidy, organised, well stocked, operational, and safe. Manage stationary orders and unique workshop resources.

**5. General:** In addition, you will be required to undertake any other duties as may reasonably be required.

The role will be based at Resource Productions Main Office in Slough with opportunities to work at other locations in the local area.

#### Skills and development

**Candidates should be working towards:**

- Good communication skills
- Strong organisational skills
- Experience of IT applications e.g., word, excel
- Experience with phones
- Able to navigate Social Media platforms e.g. Facebook, Instagram etc.
- Interest in the Creative Industry
- Willingness to support others and proactively assist

**Desirable but not essential:**

- Enhanced DBS Check (one will be completed for you if not)
- Safeguarding Training (training will be assigned for you if not)
- Full Driving License and Car or willingness to plan and use public transport to attend workshops across the region. (business insurance would be covered).

**Personal Qualities**

- Positive, enthusiastic, hardworking and committed
- Keen to learn and develop skills
- Ability to think independently
- Ability to work well within a team
- Punctual and Reliable
- Able to find creative solutions
- Passion for engaging in the creative arts
- Organised and self-motivated

**Future Prospects**

This is a 6-month placement and during the placement, you will meet and network with other creative organisations which might present future opportunities.

We will also provide a workplace mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.

After your placement, while we cannot offer continued employment, we can ensure you still have access to support from us and our partners, and you will be eligible for any further paid opportunities we have in the future.

**Interview Date(s):**

Thursday 3<sup>rd</sup> September 2026