



**Renegade Production**

LONDON | SE6

[www.renegadeproduction.co.uk](http://www.renegadeproduction.co.uk)

## Overview

### Practise and Business/Relationship Manager

Renegade Production is an award winning, independent production house based in south London that provides broadcast quality content, music, comms, digital management and artistic direction.

We're looking for a confident, enthusiastic and well organised communicator to be a key part of our small, tight, but growing team.

This role will be ad hoc at first [a few hours pw] with potential for growth and expansion.

You would help organise company comms and invoicing ensuring billing and payments are timely, work with the MD/CD to help establish simple, robust internal processes, work with the social media manager reaching out to previous and existing clients as well as initiating contact with other organisations and [potentially] press, establishing relationships with potential new clients and partners.

The role would mostly be performed remotely and so could potentially suit someone based anywhere in the UK, although may better suit someone based in and with strong connections to south London.

#### Relevant background/experience:

- Sales
- Finance
- Assistant producer
- Estate agent
- Office manager

*[Helpful, but not necessarily essential]*

We envisage this role being ideal for someone currently in education [ideally studying something media, art, comms or business related] or already in part-time employment, but is open to all to apply.

To apply, please send a short covering note by email with a CV attached to [contact@renegadeproduction.co.uk](mailto:contact@renegadeproduction.co.uk)

If you have any preliminary questions ahead of submitting a cover note and CV, please feel free to call Ciarán on **+44 7826 774 295**

We will not be reviewing applications submitted after **November 3<sup>rd</sup> 2023**.