

Job Title: Office Runner

Type: Fixed Term (2 months at 4 days per week)

Salary: London Living Wage

Location: Wandsworth Town, London

Reports to: Account Manager

Overview

BearJam is hiring a full-time Office Runner to join our award-winning team. In this varied and fast-paced role, you will work closely with the Production Team and wider office to help ensure the smooth day-to-day running of both productions and operations at our Wandsworth office.

We are looking for an enthusiastic, proactive and outgoing individual with a positive can-do attitude. You should enjoy helping others, thrive in a creative environment, and have a genuine interest in film, commercials and production.

This is a fantastic opportunity to gain hands-on experience inside a busy production company, working alongside a small, supportive and highly creative team.

BearJam Productions is a London-based video production company creating live-action and animated content for a wide range of global brands including HP, Dreams, Oracle Red Bull Racing, The FA, Knight Frank and Visit Qatar. We are proud to be agile, solution-oriented and innovative in everything we do.

Key Responsibilities**Day-to-Day Office Support**

- Welcome visitors, freelancers, and clients into the office
- Assist with general office administration, including answering calls and managing shared inboxes
- Ensure the office runs smoothly on a day-to-day basis, including general upkeep, tidiness, and restocking supplies
- Manage filing, photocopying, scanning, and digital organisation of documents

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- Support with logging receipts and basic finance administration where required
 - Handle deliveries, couriers, and general errands
 - Set up and clear meeting rooms for meetings and office events
 - Support file management across shared systems (e.g. Dropbox and google drive)
 - Support with updating the company website with latest work and content
 - Assist with basic creative and marketing material updates where needed
 - Support other departments with ad hoc administrative tasks during quieter periods

Pre-Production Support

- Support producers and production teams with general production assistant duties
- Assist with research, administration, proofreading, and production logistics
- Help with booking travel, accommodation, and general production logistics
- Run errands, including collecting equipment, supplies, and last-minute production items
- Assist with formatting production documents such as treatments, mood boards, and storyboards

On-Set Production Support

- Support kit organisation, setup, and breakdown on shoot days
- Assist with kit moves between locations
- Help coordinate talent and crew logistics where required (e.g. access, parking, schedules)
- Support on-set organisation, including safeguarding kit and assisting with crew needs
- General runner duties

Post-Production Support

- Carry out transcript quality control (QC) from shoots

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- Light editing duties – such as audio sync and batching (training will be provided)
 - Assist with file organisation and asset management across post-production systems
 - Picture research where relevant
 - Label, log, and maintain company equipment, drives, and assets

Requirements & Qualifications

- Full UK driving licence with a clean driving record
- Ability to lift and carry production equipment
- Strong organisational and time management skills
- Excellent communication skills
- Flexible approach with the ability to work long and sometimes irregular hours
- Ability to work well under pressure in a fast-paced environment
- Team player with a positive, proactive attitude
- Prior experience in a runner or production support role is not essential

About You

- Highly motivated, reliable and proactive
- Interested in the creative and production process (film, animation or commercials)
- Strong attention to detail with excellent follow-through
- Able to take direction while also working independently
- Calm, professional and adaptable under pressure
- Strong interpersonal skills and confident communicator
- Highly organised and resourceful

Desirable (but not essential)

- Familiarity with production workflows
- Experience with Google Workspace
- Basic knowledge of Adobe Creative Suite (e.g. InDesign, Premiere Pro)
- Basic knowledge of Da Vinci Resolve
- Basic camera knowledge (Sony)

Additional Information

- Early-career applicants are welcome; relevant experience will be considered

B O L D P O W E R F U L V I D E O

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- Start date: As soon as possible (flexible)
 - Right to work: Applicants must have the right to live and work in the UK

How to Apply

Please send your CV and a short cover letter explaining why you would be a good fit for the role to: **jobs@bearjam.co.uk**

This job description is not exhaustive and may be subject to change in consultation with the successful candidate. The role may include additional reasonable duties as required.