

[Home](#) > [Series 2nd Assistant Director](#)

Expires soon

Share



BBC

Series 2nd Assistant Director

Graduate job London (Greater London)

Apply Now



Job description

With over 350 hours of in-house output a year, BBC Drama Production is making some of the most original, diverse and highly acclaimed television. These range from continuing drama such as EastEnders, Holby City, Casualty and Doctors, to series and serials such as Silent Witness, Luther and Musketeers to name just a few.

EastEnders is the multi award winning soap broadcast four times a week on BBC ONE. It currently ranks as one of the most watched TV dramas in the UK tackling many controversial and taboo issues previously unseen on television in the UK. Through great writing and attention to detail the show manages to successfully balance gritty realism with high drama and entertainment to keep its millions of dedicated viewers coming back for more, on-screen and on-line, every week.

Purpose of Role

Assist the Series Production Manager (SPM) with the booking and scheduling of the Assistant Directing/Runner teams.

Scheduling and communicating with the EastEnders Unit driver regarding the long term scheduling.

Working as a 3rd x 2nd AD to assist in the covering of the office when we are scheduled for pick up days/night shoots/triple banks/red buttons

Assist the Production Managers who manage the 1st Assistant Directors and Script Supervisor schedules by making availability check phone calls.

Role Responsibility

Key responsibilities of the Series 2nd Assistant Director will include:

Assist the Series Production Manager (SPM) with the booking and scheduling of the Assistant Directing/Runner teams.

Sometimes be needed to work as a 3rd and 2nd AD to assist in the covering of the office when pick up days/night shoots are scheduled.

Assist the Production Managers in making availability check calls to 1st Assistant Directors and Script Supervisors, and be expected to co-ordinate the schedule for the AD team whilst identifying the need to source and interview for the team.

Be involved with the training needs of the team, and will be the main point of contact for inducting all new members of the team, familiarising them with the site, the studios, the teams and EastEnders ways of working and specific policies.

The Ideal Candidate

Required Experience:

People working on EastEnders are a talented, experienced and creative bunch. To join them and make this programme the most talked about on the channel, it's really important you have the necessary skills we're looking for.

It's essential for you to have previous experience within Drama production as an 2nd Assistant Director and demonstrate a good working knowledge of Continuing Drama Series.

You'll have excellent communication skills with the ability to be diplomatic and discreet, and have an ability to prioritise and manage an ever changing schedule.

Knowledge of SAP would also be useful.

Package Description

Job Title: Series 2nd Assistant Director, EastEnders

Contract: 6 month fixed term/attachment - Maternity Cover.

Location: London, Elstree

About the Company

We don't focus simply on what we do – we also care how we do it. Our values and the way we behave are very important to us. Please make sure you've read about our values and behaviours in the document attached below. You'll be asked questions relating to them as part of your application for this role.

Olena Tkach

London, United Kingdom

Phone: +44 1234 56789

Email: 2513857@student.uwtsd.ac.uk

Personal Statement

I have been working in film production for several years as a Script Supervisor and Production Assistant on projects like *CODE*, *Keys of Truth*, *DRON*, and others. This experience has given me a real look at how a drama series is made from the inside.

I have learned how to keep track of every detail, stay organized when schedules change at the last minute, and communicate clearly with the director and the crew under pressure. I am naturally a calm and diplomatic person, which helps me fit into a team quickly and handle any challenges that come up on set.

I am a big admirer of the work BBC does, and I really respect the values and creativity behind *EastEnders*. I am eager to bring my energy, my organizational skills, and my hard-working attitude to your team as a Series 2nd Assistant Director.

Employment History

Script Supervisor & Clapper Loader

Various Projects (CODE, Keys of Truth, DRON, OPG, Nobody is Perfect, SLID, SBU: Special Operations of Victory) | 2021 – 2025

- Ensured visual and narrative continuity between shots, scenes, and filming days.
- Managed daily shooting reports and kept accurate production notes for directors and editors.
- Operated the clapperboard to ensure sound and video synchronization.
- Coordinated communication between the director, cinematographer, and the production crew.
- Assisted with tracking numbers of taking the scene and organizing filming slates.
- Demonstrated adaptability working across multiple production environments.

Customer Service

McDonald's Ukraine | 2019 – 2020

- Provided fast and friendly customer service in a high-pressure environment.
- Followed strict safety and hygiene protocols.
- Worked effectively in a fast-paced team to maintain high quality standards.

Education History

Certification in *Business Skills*, **University of Wales Trinity Saint David** – London | 2025

Key modules:

- Academic Skills
- Digital Skills
- Effective Teamworking and Communication
- Problem Solving and Decision Making
- Employability and Career Development
- Enterprise and Entrepreneurship

BA in Audiovisual Arts and Production, Film and Television Director,
Professional College of Kyiv International University | 2017 – 2021

Key modules:

- Film Production Technique;
- Scriptwriting;
- Continuity and Editing;
- Directing for Television

Key Skills

- **Production & Set Coordination:** Documented experience in managing script continuity, timekeeping, and scene reports.
- **Operational Efficiency:** Proven ability to maintain speed and accuracy in high-pressure, fast-paced environments, ensuring seamless service and workflow.
- **Team Collaboration:** Strong experience working within diverse production crews and managing professional communication with directors, cinematographers, and editors.
- **Administrative & Business Proficiency:** Practical knowledge of business models and professional communication standards developed in a UK academic environment.
- **Technical Literacy:** Proficient in preparing daily shooting reports and maintaining production logs (timecodes, take numbers, and scene duration).

References

ArtFormsProduction

Email: af@art-form.art

SpaceProduction

Email: press@space-production.tv

Olena Tkach
London, United Kingdom
+ 44 1234 56789

2513857@student.uwtsd.ac.uk

Hiring Manager
BBB Studios
19 July 2026

Dear Hiring Manager,

I wish to apply for the role of Series 2nd Assistant Director, currently being advertised on en.wizbii.com. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 9 years of combined experience in the film and television production industry, and I believe my extensive professional background and dedication during this time make me the right candidate for the role.

In my current role as a Script Supervisor at various Ukrainian television production, I have been responsible for maintaining visual and narrative continuity, managing detailed script logs, and supporting the production team to keep filming on schedule.

All of this, coupled with my enthusiasm and dedication, strong organisational skills, attention to details, and adaptability, has helped me become a reliable member of every production team I have worked with. I am a fast learner and always eager to develop new skills, and I am highly motivated to bring my dedication to the UK film and television industry.

I am confident that I can bring this level of success with me to your organisation and help BBC Studios build upon their reputation as a leader in producing high-quality drama series. With my previous experience and expertise, I believe my contribution will help maintain the high standards of your upcoming projects.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,
Olena Tkach