

Want to help  
shape the moments  
that matter?

Acteon

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# Design Studio Production Assistant

**Thank you for your interest in this position. This document will give you more information about Acteon, our work, and this role. On the next page you will find details explaining how to make your application.**

**Acteon** is a Cambridge-based consultancy with international clients in a wide range of sectors. We create award-winning communication and learning solutions in response to the unique requirements of our corporate clients across a range of sectors. We also offer strategic consultancy on communication issues, and design and build online applications that enable users to share and access information.

Our creative Studio brings our projects to life. They work across a range of media and content formats including e-learning, animation, audio, print and photography. Working closely with our consultant and technical teams, they translate concepts, scripts and storyboards into attractive, engaging and interactive content. Our designers bring a range of talent in illustration, animation, interface design and branding. The creativity, efficiency and accuracy of the Studio team is at the heart of our success.

The Design Studio Production Assistant will join our Studio team and support the development of communication and learning materials. The work will primarily involve producing engaging and effective learning content using a variety of e-learning authoring tools as well as PowerPoint.

Working closely with our Studio Production Manager and our experienced designers, the Digital Production Assistant will:

- test and QA the finished material
- implement page and screen layout designs
- build content using graphic, audio and animated assets
- assemble assets and deliverables for client handover
- contribute to the creative process with Studio colleagues.

This is a production-focused role for someone who thinks logically and cares about getting every detail right. Excellent written English and the ability to identify problems are both essential. Experience with Articulate Storyline would be highly valued. The ideal candidate will also be someone who:

- is task focused, loves processes and contributing to a team
- has a meticulous eye for detail
- is self-motivated, quick to learn and adapt to new software
- is interested in keeping up with latest industry developments.

This is a great opportunity for someone seeking their first role with a commercial business to join a multi-award-winning company.

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## Who we are and how we work

Acteon has just over 50 colleagues, including consultants and writers, design studio colleagues, a digital team, marketing, people and operations teams. We are a limited liability partnership (LLP) with four partners.

Our office is a beautifully converted Georgian brewery in central Cambridge. Beer-making stopped in 1972, but there's still a pub next door.

We pride ourselves on strong relationships both internally and externally. We value and listen to the opinions of all colleagues; good working relations and positive attitudes to teamwork are at the heart of our organisation. We build relationships with clients rooted in our ability to exceed their expectations, deliver outstanding work, and form positive partnerships with them. We have a strong reputation and have won multiple national awards.

## What we offer

We offer the satisfaction of stimulating and varied work performed to a high standard in a friendly and supportive environment.

The post is a full-time position, and the salary is negotiable based on experience, in the range £22,308 - £25,000. In addition, we offer a contributory pension scheme, life assurance, gym membership, DenPlan cover, and 25 days annual holiday (in addition to statutory holidays). Most colleagues follow a hybrid working pattern with some time spent in the office and some time working from home, while others spend most of their working time in the central Cambridge office.

### Making your application

To apply for this role, please send us:

1. Your CV.
2. A covering letter, briefly explaining your suitability for the role. Please state where you saw this post advertised.

Applications must be submitted by **27 September 2024**. Please send your application by post or by email to: [recruitment@acteoncommunication.com](mailto:recruitment@acteoncommunication.com)

Acteon, Burleigh House, 15 Newmarket Road, Cambridge, CB5 8EG.

Following review of the applications, a short task will be sent out via email to selected candidates to complete remotely. Following review of that, successful candidates may be invited to our offices for an interview or via Microsoft Teams/Zoom.

For further information, please contact Ivona Trubelja Dejanovic via email at [ivona.dejanovic@acteoncommunication.com](mailto:ivona.dejanovic@acteoncommunication.com)

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is a multi-award winning agency with an international reputation for quality and innovation.

[acteoncommunication.com](http://acteoncommunication.com)

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