

PICTURE  ZERO

WE'RE HIRING

# OPERATIONS ASSISTANT

FILM & TELEVISION / UK BASED, REMOTE / FULL OR PART TIME

## APPLICATION PACK

JULY 2026 · CLOSING DATE FRIDAY 31 JULY 2026

## ABOUT PICTURE ZERO

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Picture Zero is a global leader in production sustainability support for the film and television industry. We help productions reduce their carbon footprints and environmental impacts, combining deep production expertise with specialist sustainability services to deliver industry-leading support.

Much of our team comes from creative and production backgrounds, so our advice is practical, production-native and designed for the real pressures of film and TV production. We work across the UK, US, Australia, Europe and Asia, on everything from independent feature films to major tentpole productions. Our support scales to each project, from targeted consultancy through to embedding a full Picture Zero sustainability department on the largest, multi-territory projects. We support leading studios, streamers, commissioners and production companies to deliver lasting change.

Alongside our production work, we help clients with wider sustainability strategy, training and environmental storytelling. As we grow globally and effect wider positive change, strong, efficient operations are what hold everything together. This new role is crucial to the consistency of that progress.

## THE ROLE

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The Operations Assistant is a crucial, central project-management and coordination role that keeps Picture Zero running smoothly across multiple productions and territories. Reporting to the Head of Operations, you'll be the person who keeps projects, people and information organised and structured.

It's a hands-on role for a natural organiser who loves good systems and helping people. You do not necessarily need a background in film, television or sustainability, but you do need to be an excellent coordinator and communicator, who brings order and momentum to a fast-moving, project-based business. As Picture Zero grows, there's real scope for the right person to broaden their remit over time.

### Role structure

- Central operations and coordination role, keeping the business running across productions and territories
- Reports to: the Head of Operations
- Works closely with project leads, the wider team, and clients across time zones
- UK-based (home or remote)
- Full-time or part-time considered

## WHAT YOU'LL DO

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- **Coordinate across projects and territories.**

Keep people, resources and workflows joined up across multiple concurrent productions and territories, keeping everything consistent and efficient, and track deliverables, deadlines and dependencies so everyone is clear on what's happening and what's next.

- **Build and run the systems.**

Own and improve our daily workflow across our project-management tools, templates, trackers and shared ways of working, and design clear, lightweight processes so actions are consistent and demonstrable.

- **Keep the team organised.**

Coordinate onboarding and new-starter logistics and keep the team organised — calendars, resourcing, meeting cadence, actions and follow-ups — and be a trusted first point of contact on operational questions. Own core administration across documents, contractor and engagement paperwork, records and compliance basics.

- **Support finance and tracking.**

Support finance operations including expenses, liaising with our payroll and accounts function, and help monitor project budgets and team time tracking, flagging any issues early.

- **Keep everything moving.**

Keep communication flowing smoothly between our team, productions and partners across time zones.

## SKILLS &amp; EXPERIENCE

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This is a broad role and we don't expect everyone to arrive strong in all of it. If you bring genuine organisational strength and the drive to build good systems, we'd love to hear from you.

| SKILL / EXPERIENCE                                                                                                                              | LEVEL     |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Experience in operations, project coordination or a similar coordination role in a busy, fast-paced, project-based organisation                 | ESSENTIAL |
| Coordinating people, resources and workflows across multiple concurrent projects and territories                                                | ESSENTIAL |
| Excellent organisation and process skills — you bring order to complexity and build systems others can rely on                                  | ESSENTIAL |
| Confident with digital tools and quick to learn new ones; comfortable maintaining project-management systems, trackers, templates and workflows | ESSENTIAL |
| Strong administrative skills, with real attention to detail and follow-through                                                                  | ESSENTIAL |
| A calm, proactive, people-first way of working; a clear communicator who builds trust and keeps things moving under pressure                    | ESSENTIAL |
| Able to work independently in a remote, distributed team across time zones while keeping everyone aligned                                       | ESSENTIAL |
| Experience in monitoring of project budgets and team time tracking                                                                              | ESSENTIAL |
| Comfortable with basic finance admin, e.g. invoices and expenses                                                                                | DESIRABLE |
| Experience supporting HR administration                                                                                                         | DESIRABLE |
| An interest in sustainability and the screen industries, and in helping a mission-driven team grow well                                         | DESIRABLE |

## WHO YOU ARE

## PERSONAL ATTRIBUTES

- Exceptionally organised, detail-oriented and delivery-focused
- Calm and unflappable when priorities shift and deadlines bite
- A natural systems-thinker who enjoys making things run better
- A clear, warm communicator who builds trust across a distributed team
- Proactive and self-directed, with a strong sense of ownership
- Genuinely interested in our mission and in helping a growing team thrive

### Why Picture Zero

- Sit at the operational heart of a global leader in production sustainability
- A central, visible role where the systems you build shape how the whole team works
- Join a small, expert, supportive team where your voice carries weight
- Flexible, UK-based working built around how you do your best work

## HOW WE WORK

## HOW WE WORK

We're a fully remote, UK-based team. You can be based anywhere in the UK and work from home or remotely. We consider both full-time and part-time, and all meetings, including interviews, are held over Zoom or Microsoft Teams. You'll report to the Head of Operations and work closely with project leads and colleagues across time zones.

### Pay and contract

All Picture Zero roles meet or exceed the UK Real Living Wage and are benchmarked against our sector. The salary band for this role is shared with shortlisted candidates ahead of interview. Contract type and probation are confirmed in writing on offer, and we agree the specific terms with the successful candidate so they suit both the role and you.

### Inclusion at Picture Zero

We're building a diverse team with the intention of a more inclusive industry, and we know the best ideas come from people with different backgrounds and lived experiences. We welcome applications from everyone, and we especially encourage people who are underrepresented in the screen industries and in sustainability to apply.

We're a flexible employer and we're happy to make adjustments at any stage of the process, so please just let us know what would help you do your best.

HOW TO APPLY

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To apply, send your CV and a short covering letter telling us why this role is for you to [careers@picturezero.com](mailto:careers@picturezero.com).

| CLOSING DATE            | SHORTLIST CONTACTED BY   | INTERVIEWS                |
|-------------------------|--------------------------|---------------------------|
| <b>Fri 31 July 2026</b> | <b>Fri 7 August 2026</b> | <b>w/c 10 August 2026</b> |

- 1 Send your CV and a short covering letter to [careers@picturezero.com](mailto:careers@picturezero.com) by the closing date, Friday 31 July 2026.
- 2 We'll review every application and contact shortlisted candidates to offer an interview.
- 3 Interviews are held over Zoom or Microsoft Teams with two members of the Picture Zero team. We share interview questions in advance as standard.
- 4 We'll always let you know the outcome, whichever way it goes, and offer feedback to everyone we interview.

You can email [careers@picturezero.com](mailto:careers@picturezero.com) at any time with a question, and we're happy to make adjustments at any stage of the process. Just let us know what would help you do your best.

*This pack reflects the current scope of the Operations Assistant role and may evolve as Picture Zero grows.*

PICTURE  ZERO

APPLY NOW

**Keep a global leader in production sustainability  
running smoothly.**

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