



We're Hiring: Office & Warehouse Assistant (Part-Time)

Mad Dogs Television is looking for a part-time Office & Warehouse Assistant to join our team at our base in Copythorne, Southampton. We have been supporting productions across the UK and internationally since 1996, providing broadcast equipment hire, crewing and facilities for a wide range of productions.

This is a hands-on, practical role within a busy kit room and office environment, helping to keep our day-to-day operations running smoothly. While this is not a camera operator or production role, it offers valuable exposure to professional broadcast equipment and workflows.

What the role involves:

- Cleaning and organising of on shelf equipment.
- General warehouse organisation and stock management.
- Maintaining a clean, tidy and safe working environment.
- Supporting basic office and administrative tasks.
- Assisting with cleaning and checking returned equipment.
- Assisting with preparation of kit for upcoming jobs.

This is a physical role and will involve handling equipment, moving cases and working on your feet throughout the day.

About you:

- Able to work independently and use initiative.
- Reliable, organised and proactive.
- Practical mindset with a willingness to learn.
- Basic computer and technical awareness helpful, but not essential.
- Able to reliably travel to our office in Copythorne.
- Full, clean driving licence desirable.
- Work with direction and independently as required.

Role details:

- Part-time: 3 days per week (21 hours)
- Initial 3-month contract.
- Standard hours: Monday to Friday, 09:30 to 17:00
- Flexible working days to be agreed.
- Rate: £13 per hour (£91 per day).
- Interviewing in April with view of May start.

This role would particularly suit a college or university leaver looking to gain an insight into the television industry and understand how professional equipment and kit rooms operate day-to-day. It's a great opportunity to get a foot in the door and build practical, behind-the-scenes experience, but it is not a production or camera role and does not lead directly into shooting work.

Applications must be submitted via our website: <https://www.maddogs.tv/careers/>

Applications submitted through other channels will not be considered.

We are an equal opportunities employer and welcome applications from all backgrounds.