



## **THE UNIT LIST – PUBLISHING AN ADVERT** **PRODUCTION COMPANIES**

Hello, Thank you for considering The Unit List to promote your vacancy. If you would like to publish an advert to our membership, please read on

### **WHAT IS THE UNIT LIST?:**

A portal for publishing job vacancies, events and other information/opportunities for broadcast TV (and other related industries) workers. It is not an employment agency or production company.

It's run by a full-time, broadcast TV Production Manager, Jude Winstanley, with over 18 years experience in making TV programmes for UK & international broadcasters. There are also other consultants behind-the-scenes.

The Unit List requires employers to confirm that each job and everyone in the employ of the company, is paid at least the UK legal rate of National Minimum Wage (£6.70ph age 21+) or the National Living Wage (£7.20ph age 25+) plus holiday pay of 10.77%. Rates set at April 2016.

### **PLACING AN ADVERTISEMENT:**

Email [admin@theunitlist.com](mailto:admin@theunitlist.com) with the job role you are recruiting for. It has the potential to be viewed by over 12,000 Unit List members via the [blog](#) , [Facebook Page](#) and [@theunitlist](#) Twitter feed. We aim to publish the advert within 24 hours but Jude is a full-time Production Manager and operates the site alongside a day job, so sometimes there may be a couple of hours additional delay. Jobs are usually posted late afternoon and after working hours. There are currently no fees involved for direct employers. We do not host adverts for personal or hobby projects. Agents are subject to fees – please contact us to learn more by emailing a request to [admin@theunitlist.com](mailto:admin@theunitlist.com)

### **WHAT TO INCLUDE:**

- \* Please briefly describe what the company produces / is producing - if you don't want to mention the name of it. One line will do.
- \* Start date and approx length of contract if known?
- \* 5 day week?
- \* Postcode of place of work?
- \* Is DOIL or pro rata salary applicable for additional days?
- \* Minimum years/credits experience required?
- \* Do they need to drive?
- \* Will they need to be over 23/25 for hire car insurance purposes
- \* Any other special skills (Final Draft, carnets, software, etc...)
- \* Rate is confirmed National Minimum Wage (£6.70ph age 21+) or the National Living Wage (£7.20ph age 25+) plus holiday pay of 10.77%.
- \* Confirm you do not have unpaid trial shifts or workers.
- \* Please note the disclaimer below
- \* We respectfully and politely request that all applicants receive a response either way. Particularly, those whom you have selected to interview and have met with regard to a potential job. A cut-&-pasted email is sufficient. Please remember how it feels to be waiting for the phone to ring after an interview...

### **ADDRESS TO RESPOND TO:**

Please list an email address you wish applications to come to or we can set up automatic forwarding anonymously via an email filter through [admin@theunitlist.com](mailto:admin@theunitlist.com). You will have to respond to a verification email from Gmail in order for this to work.

### **DISCLAIMER:**

Please note that The Unit List is not an agency and employers should make appropriate checks and reference requests, as usual, for any applicants they may be interested in via The Unit List.

We reserve the right to ask further questions about the job, or your company setup, in order to determine, as far as we are able, that your outfit is kosher and not out to rip-off any workers acting in good faith.

Kind Regards

Jude Winstanley  
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