

We're hiring a Commercial Producer, who will be the main point of contact for production booking & management, leading on pre-production planning and supporting delivery on set; while also assisting the Managing Director with new business and helping to steer our internal marketing direction. This role sits at the intersection of project management and creative execution, requiring both organisational rigour and production understanding to deliver successful commercial video projects.

Title: Commercial Producer

Reporting to: Managing Director

Location: Based in Woking, Surrey with travel around the UK

Lamplight Media is an award-winning full-service media production company based by Tannery Film Studios in Woking, Surrey. We specialise in story-led films and social media content that connects, captivates, and delivers commercial impact. Founded in 2022 by Tim Marsh from his university bedroom, we've grown to work with clients such as Surrey County Council, Ann Summers, & Kew Gardens.

Working under the direction of the Managing Director, you will be responsible for:

- Acting as the main point of contact for production booking & management, coordinating schedules, crew, and resources across all live projects
- Developing and maintaining thorough pre-production documentation, including call sheets, shot lists, risk assessments, and production schedules
- Assisting the Managing Director to win new business, supporting proposals, pitches, and client conversations from initial enquiry through to signed brief
- Maintaining strong client relationships throughout the production journey, from first contact through to project completion and repeat business
- Assisting on set in a producer / production manager capacity, overseeing logistics, timings, and crew welfare to keep shoots running smoothly
- Collaborating with the creative team to help steer internal marketing direction, contributing ideas and feedback that shape Lamplight Media's own content and brand presence
- Coordinate with the creative team to translate client briefs into executable, well-documented production plans
- Monitor project progress, timelines, and budgets to ensure efficient delivery and profitability
- To work flexible hours when client needs or project deadlines demand, including occasional early starts, late finishes, or weekend availability

You will also:

- Have 1-2 years of previous experience in project management, producing, or a similar role, demonstrating success in delivering projects on time and on budget
- Be a proactive and growth-minded individual who thrives with autonomy and takes ownership of responsibilities

- Demonstrate excellent communication skills, both written and verbal, with the ability to articulate ideas clearly to diverse audiences
- Be client-focused with a natural ability to build rapport, understand needs, and provide exceptional service
- Show good commercial awareness with an understanding of profitability, pricing, and business development
- Be adaptable and comfortable working in a fast-paced, evolving small business environment
- Show enthusiasm for creative work and storytelling, with genuine interest in video content and marketing
- Possess emotional intelligence and the ability to manage relationships with diverse stakeholders including clients, creative team members, and external partners
- Be professional, reliable, and able to represent Lamplight Media with integrity and credibility

Ideally you will also have:

- Previous production experience in the creative industries, media production, or related fields
- Basic video editing experience or understanding of post-production workflows
- Interest in learning about camera and lighting equipment and developing technical production knowledge
- Knowledge of digital marketing, social media strategies, and content marketing principles
- Basic familiarity with proposal writing, contract negotiation, or commercial documentation
- A network of contacts within potential client sectors or related industries
- Full UK Driving Licence and access to vehicle

We are offering:

- **Employment Type:** Full Time, 40 hours per week
- **Work Arrangement:** Hybrid - 3 days per week in office, with flexibility for client meetings and production requirements
- **Salary:** £30,000 per annum plus expenses
- **Location:** Based by Tannery Film Studios, Woking, Surrey with travel throughout the UK as required
- **Benefits:** Usual benefits of holiday and pension scheme, company Macbook, travel & subsistence expenses

Please submit a CV and portfolio of relevant work with your application to careers@lamplightmedia.uk. Closing date for submission 27/09/2026.

Successful applicants will be invited for a remote interview with the team.

Please do not contact the team directly regarding your application.

NO AGENCIES PLEASE