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| JOB DESCRIPTION |  |

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| **ROLE:** Media Trainee  **LOCATION:** Herbert Art Gallery and Museum  **RESPONSIBLE TO:** Digital/Creative Media Tutor/Filmmaker  **RESPONSIBILE FOR:** N/A | **CONTRACT:** Fixed term for 8 months Oct 19 – May 20  **WORKING HOURS:**  5hrs per week on a Wednesday  (a further 5 hours to be negotiated on appointment)  **SALARY:** Grade 2 £8.21 p/h |
| **OVERALL PURPOSE AND OBJECTIVE OF THE ROLE:**  To support the delivery and development of Creative Bridges as a part of the wider Culture Coventry service;  To support the delivery of competitive professional film making services to external and internal clients and to document the delivery of high quality accredited formal and informal creative media training programmes and projects. | |
| **MAIN DUTIES AND RESPONSIBILITIES:-**   * To work with the Herbert Media team in delivering film content for internal and external clients * To document on film and using photography, the Creative Bridges programme * To support the digital creative media tutor in ensuring the storage, maintenance and security procedures of the audio-visual production and presentation equipment.   **GENERAL RESPONSIBILITIES:-**   * To embrace and lead by example on the company’s key values; * Identify and review risks with your Line Manager as part of the organisational risk register; * Contribute to the ongoing review and development of the Trusts policies and procedures to support continuous improvement; * Ensure adherence to all Trust policies and procedures; * Ensure your teams comply with and understand all Health & Safety policies and requirements; * Support and input into the organisational digital strategy as required; * Identify and collaborate with potential key external stakeholders; * Identify fundraising or sponsorship opportunities and highlight these to your Line Manager; and * Ensure adherence to the GDPR in respect of all data collected and maintained. * To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company. * To promote Equality and Diversity and ensure full compliance with Company policy. * To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position. | |
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| PERSON SPECIFICATION | | | |  |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
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| An ability to work with a wide range of people. | 🗹 |  |  |
| Experience of producing documentary films to a good standard. | 🗹 |  |  |
| Technical knowledge of current video technology – understanding of video production techniques, technology and processes, including non-linear editing. | 🗹 |  |  |
| An understanding of the importance of equal opportunities and its particular relevance to this post and the delivery of services to professional and community clients. | 🗹 |  |  |
| Evidence of media production training which might include formal, accredited training or self-guided learning (online courses or workshops) | 🗹 |  |  |
| Knowledge of audio visual presentation equipment and issues involved in setting up equipment for interviews and documentary |  | 🗹 |  |
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**Date Created:** September 19

**Date Amended:**