



Creative Digital Assistant

Signals is looking for a Creative Digital Assistant to take on a key role in the small team. The post is part time 4-days per week (30 hours).

This is a role that needs creativity and organisational skills along with the ability to communicate effectively with a wide range of people.

This is a central role helping to deliver our varied programme of education and training activities. The position involves working with children, young people and adults and working with individuals, groups and communities.

Signals uses filmmaking and digital technologies to engage and teach a wide range of technical, creative and personal skills. Projects and workshops take place in schools, communities and in our own studio space.

Signals works directly with over 6,000 people per year, on around 60 different projects or activities.

Past film projects have won international awards and been shown in festivals around the world – we are keen to expand, develop and increase the quality of our work.

We are looking for a committed and enthusiastic person who is keen to work with film and digital technology and pass on skills to others. We would like someone with some film production skills and with a passion for learning and developing additional skills.

The successful candidate will have the opportunity to work as part of a small friendly and supportive team. They will also work with a variety of freelance media professionals and artists.

There will be opportunities to learn and develop within the role, and to have input into the activities of the organisation.

Task and duties may include:

1. Assisting in the delivery a youth digital club
2. Helping to deliver a range of courses for adults, young people and children
3. Devising, researching and planning new projects, courses and activities
4. Production – helping to create a range of films and digital outputs for the organisation and external clients, such as other cultural organisations
5. Developing learning materials and creating lesson plans
6. Researching best practice and developing skills
7. Maintain and good order of Signals equipment and facilities; to research and procure equipment or consumables as requested. This will include updating software, preparing equipment for shoots and workshops.

Holidays:

- In addition to public holidays, you will have 25 working days paid leave during each completed leave year.
- Part-time staff are entitled to a pro-rata holidays based on their working week.

Probationary Period:

- The successful candidate will be employed initially for a probationary period lasting six months. Confirmation in post is subject to satisfactory references and completion of the probationary period. The Company reserves the right to extend the probationary period.
- During the probationary period employment may be terminated by one week's notice in writing by either party.

Interviews: are scheduled for Tuesday the 18th of July 2023. Signals will reimburse reasonable travel costs for interviews.

If you have any questions please email info@signals.org.uk