



Media Assistant

Job title:	Media Assistant
Reporting to:	Creative Learning Producer
Responsible for:	Freelance Tutors, Volunteers and Placements
Salary:	£23,000 pa
Hours:	5 days per week (37 hrs per week) The position will require some evening and weekend work where TOIL (Time off in Lieu) may be taken.

Signals

Signals is an arts charity working in creative digital learning and film.

Signals is dedicated to increasing equal access to digital creative experiences. We positively impact peoples' lives by encouraging creativity, developing skills and raising aspirations through creative digital production and education.

Job Purpose

The Media Assistant is a creative role, the post holder will make film and digital content for Signals and external clients, support projects, events and workshops and be responsible for social media.

Key Areas of Responsibility

1. To work with partner organisations and institutions across the region while advocating for the company and promoting creative digital work and cultural education.
2. To support the planning and delivery of workshops, courses, and projects, with the Signals team. To deliver this programme through training, supervising, and mentoring as needed.
3. To create filmed resources and productions for Signals, and external clients as needed.
4. To help promote Signals programme through marketing and social media, helping in the recruitment of participants and partners.
5. To enhance audience engagement and increase participation.
6. To keep records in good order and provide information as required.
7. To assist in the maintenance 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.
8. To help monitor, evaluate, and report on project and course delivery.
9. To ensure that education and production work is of a high standard; both in its delivery and in the production standards of completed work.
10. To be responsible for health and safety by providing a safe and inclusive environment. Ensure the implementation of the Children and Adults at Risk of Harm Protection Policy and E- Safety Policy and to implement Signals policies including Equal Opportunities.
11. To contribute to the ongoing development of the organisation.
12. To contribute to self-development and ensure knowledge of current digital media and education practice.

Key results areas:

- Delivery of successful and well attended Signals programmes of projects and courses.
- Production of a range of short films/digital works through promotional, educational work and commissions.
- Delivery of high levels of satisfaction from participants, client and partners.
- Meeting deadlines and targets.
- Raise the profile of Signals

Person Specification:

An outline of the skills, experience and abilities needed to be effective in post of Media Assistant.

Experience:

Essential:

- Interest in working within the cultural industries/funded/education sectors
- Experience of making films and interest in using and developing those skills

Desirable:

- Project management skills
- Practical experience of delivering training for children and young people on education/ arts projects
- Experience in design
- Interest or experience in other digital arts e.g. games design
- Relevant degree or qualification
- Previous content creation experience
- Previous experience managing social media platforms such as Facebook and Instagram
- Experience in all aspects of filmmaking; planning, writing, shooting and post-production
- Experience of creative software such as Adobe Suite
- A full driving licence and access to a car

Skills Required:

- Good organisational and planning skills
- Good communication skills; ability to communicate with a wide range of people, across gender, age, cultural and social divides
- To be able to positively contribute to, and work successfully with a team
- Good understanding of film production and post production
- Competent with Microsoft software suite and IT
- Ability to create engaging content for different audiences

Attributes & Competencies:

1. Level-headed and resilient
2. Initiates change and development
3. Maintains relationships in team
4. Proactive and Enthusiastic
5. Team worker
6. Problem solver / creative thinker
7. Demonstrably interested in digital / arts education
8. Ability to prioritise and successfully work to deadlines
9. Ability to develop productive partnerships

This post will require an enhanced DBS check

This role involves regulated activity with children and adults. You should not apply if you are on the Children or Adults' Barred Lists.

We understand that some candidates particularly from underrepresented backgrounds including women and the global majority, may hesitate to apply if they don't meet every requirement listed in the job description. Please know that we do not expect all criteria to be met. We value diversity and are committed to improving diversity and inclusion across our organisation.

If you would like to talk to us about making an application, you are welcome to do so. Please email info@signals.org.uk