

**Sandwell College Business Development Unit**  
**Job Description Template**

<p>Organisation Name &amp; Address: LearnPlay Foundation Suite 9 The Boot Factory 22 Cleveland Road Wolverhampton WV2 1BH</p>	<p>Job Role:</p> <ul style="list-style-type: none"> <li>• Producing or finding original music tracks for the departments video productions</li> <li>• Take client briefs</li> <li>• Work as part of a team of editors to strict deadlines</li> <li>• Maintain a structured and organised production folder filing all assets in the appropriate folders</li> <li>• Levelling and mastering audio</li> <li>• Testing audio across devices</li> <li>• Further knowledge of all areas of editing and pass this knowledge on to others</li> <li>• Strict quality control on completed videos</li> </ul>
<p>Weekly Wage: £99</p>	<p>Hours of Work: 30 hours per week</p>
<p>Annual Leave Entitlement: 22.5 days</p>	<p>Annual Leave Entitlement: 22.5 days</p>
<p>Contact Name: Georgia Smith</p> <p>Contact E-Mail: jobs@learnplayfoundation.com</p>	<p>Proposed Start Date: Thursday 15<sup>th</sup> September 2016</p> <p>Contact Phone Number: 01902 455009</p> <p>Employer Web-site: <a href="http://www.learnplayfoundation.com/">http://www.learnplayfoundation.com/</a></p>

<p>Vacancy Description: A fantastic and exciting opportunity for a creative and innovative person to work as part of a team on a wide variety of video productions. Work closely with pre-production and production teams to complete high quality videos for internal and external clients. Ability to produce own music desired but not essential.</p> <p><b>Desired Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Premiere, After Effects and Audition</li> <li>• Knowledge of Cubase, Reason or Fruit Loops</li> <li>• Basic knowledge of the Adobe creative suite</li> <li>• Background of media studies</li> <li>• Musically gifted</li> <li>• Understand the structure of an edit</li> <li>• Quick to learn and adaptable</li> <li>• Team work skills</li> <li>• Good verbal and written skills</li> <li>• Basic IT administration skills</li> </ul> <p>On successful completion of the apprenticeship coupled with good performance, the candidate will be considered for an ongoing role within the organisation.</p>
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<b>Office Use Only</b>	
<p><b>Closing Date for Applications:</b></p>	<p><b>Interviews Begin:</b></p>
<p><b>Apprenticeship Framework:</b></p>	<p><b>Level:</b></p>