

**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>● Take part in original concept meetings</li> <li>● Take client briefs</li> <li>● Photography</li> <li>● Producing pre-production paperwork including scriptwriting</li> <li>● Taking on a role in a production team on larger shoots on location. E.g. camera operator, sound recorder, runner</li> <li>● Working in or sometimes leading small production teams on short documentaries</li> <li>● Producing regular online video content such as video blogs and behind the scenes videos</li> <li>● Quality control on video content before it is released</li> <li>● Editing short simple videos</li> </ul>
<p>Weekly Wage: £99</p>	<p>Hours of Work: 30 hours per week Annual Leave Entitlement: 22.5 days</p>
<p>Annual Leave Entitlement: 22.5 days</p>	<p>Proposed Start Date: Thursday 15<sup>th</sup> September 2016</p>
<p>Contact Name: Georgia Smith  Contact E-Mail: <a href="mailto:jobs@learnplayfoundation.com">jobs@learnplayfoundation.com</a></p>	<p>Contact Phone Number: 01902 455009  Employer Web-site: <a href="http://www.learnplayfoundation.com/">http://www.learnplayfoundation.com/</a></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. Must have the drive and motivation to produce interesting and useful videos in between live client work. Candidates will sometimes specialise in one area of production (e.g. camera operator) but must be prepared to work all areas if necessary.

**Desired Skills**

- Enthusiastic
- Self Motivated
- Creative
- A good understanding and enthusiasm for video production (camera, sound or lighting etc)
- Experience in film studies or production.
- Scriptwriting
- Customer service skills
- Team work skills
- Good verbal and written skills
- Basic IT administration skills

There will be the opportunity to contribute and work directly on current client campaigns as well as learning and augmenting current skill sets to professional level.

On successful completion of the apprenticeship coupled with good performance, the candidate will be considered for an ongoing role within the organisation.

**Employer Description:**

LearnPlay Foundation is an interactive digital media organisation that has been established for over 9 years. We provide film and video production services, game development (for both console and web browsers), a full service design bureau and PR & Marketing services.

For more information, please see [www.learnplayfoundation.com](http://www.learnplayfoundation.com).

**Office Use Only**

<b>Closing Date for Applications:</b>	<b>Interviews Begin:</b>
<b>Apprenticeship Framework:</b>	<b>Level:</b>