

Sandwell College Business Development Unit
Job Description Template

<p>Organisation Name & 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"> ● Take client briefs ● Work as part of a team of editors to strict deadlines ● Maintain a structured and organised production folder filing all assets in the appropriate folders ● Dumping new footage into the appropriate production folders after a shoot ● Producing daily rushes when necessary ● Colour correction/grading of footage ● Audio levelling and mastering ● Titles/credits and simple motion graphics ● Further knowledge of all areas of editing and pass this knowledge on to others ● Strict quality control on completed videos
<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 Contact E-Mail: jobs@learnplayfoundation.com</p>	<p>Proposed Start Date: Thursday 15th September 2016</p> <p>Contact Phone Number: 01902 455009 Employer Web-site: http://www.learnplayfoundation.com/</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. Candidate may specialise in audio editing.

Desired Skills

- Knowledge of Premiere, After effects and Audition
- Basic knowledge of the Adobe creative suite
- Background of media studies
- Have a natural artistic flair
- Understand the structure of an edit
- Quick to learn and adaptable
- Team work skills
- Good verbal and written skills
- Basic IT administration skills

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.

Office Use Only

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

