

APPRENTICE VIDEOGRAPHER & VIDEO EDITOR- JOB DESCRIPTION

TITLE:	APPRENTICE VIDEOGRAPHER & PHOTOGRAPHER
SALARY:	£120 per week + Annual bonus
LOCATION:	Manchester, City Centre
HOURS:	40 hours per week
ACCOUNTABLE TO:	Graphic designer
CONTACT INFORMATION:	0161 883 1122



JOB SUMMARY

Videography

- Assembling all raw footage in preparation for inputting into the computer
- Creating videos for web
- Assisting with expanding our videography services through developing sources of new business
- Assisting with installing and maintaining hardware and software
- Managing projects from beginning to end. Including initial contact, quotations, closing sales, concepts, production, signing off, updates and reviews
- Communicating regularly with other team members
- Communicating via email with clients, and telephone when required
- Conception and implementation of own creative ideas
- Consulting with the director, producer and/or client throughout the post-production process
- Creating a 'rough cut' (or assembly edit) of the programme/film and determining the exact cutting for the next and final stages
- Develop initial story or concept into a production-feasible, fully planned project.
- Digitally cutting the files to put together the sequence of the film and deciding what is usable
- Experimenting with styles and techniques including the design of graphic elements
- Manage actors (if involved) and ensure that all personnel deliver their best performance for the good of the completed picture or show.
- Meeting agreed deadlines
- Organising video shoots
- Overseeing the quality and progress of audio and video engineering and editing
- Reordering and tweaking the content to ensure the logical sequencing and smooth running of the film/video
- Researching potential clients for new business opportunities
- Suggesting or selecting music
- To work both independently and as part of a team
- Using social media to engage potential clients and analysing social media engagement

- Work with the director of videography and director of audiography to deliver the project from a technical perspective.
- Working as part of a team to produce high quality, consistent video to tight deadlines
- Writing voiceover/commentary

Photography

- Assisting with creating and updating images for print
- Assisting with creating and updating images for web
- Communicating regularly with other team members
- Communicating via email with clients, and telephone when required
- Assisting with managing projects from beginning to end. Including; initial contact, quotations, closing sales, concepts, production, signing off, updates and reviews
- Assisting with managing outsourced photographers, designers, illustrators, programmers, researchers, marketers (training will be given)
- Assisting with installing and maintaining hardware and software
- Meeting agreed deadlines
- To work both independently and as part of a team
- Assisting with expanding our photography services through developing sources of new business
- Working as part of a team to produce high quality, consistent imagery to tight deadlines
- Assisting with retouching, manipulating, processing, uploading, scanning, watermarking and key wording images
- Assisting in the operation of professional level imaging equipment
- Conception and implementation of own creative ideas
- Management of image archive system and image cataloguing
- Organising photography shoots
- Copyright - learning about copyright infringement cases and registering images.
- Researching potential clients for new business opportunities
- Following up existing contacts and prospective clients by phone to market opportunities

Please note that this list is not exhaustive and you may be required to undertake additional duties of a similar responsibility level as and when required.

Values

- Be courageous and stay true to your values
- Be passionate, be patient, be persistent
- Be a perfectionist, be driven by a meticulous attention to detail
- Be assertive, be bold, be creative
- Pursue growth through continuous development
- Outwork and outlearn everyone else in the pursuit of your purpose
- Listen to understand, speak to add value
- Deliver happiness through awesome experiences
- Embrace challenges, achieve anything
- Realise goals and exceed expectations



Responsibility

- To manage all tasks effectively and efficiently.
- To discuss services and options to team members and potential clients.
- To provide support, consultation and advice on relevant issues to clients and team members.
- To act as a resource for team members and clients. To provide advice, this includes recommendations of the best course of action.
- To assist with the co-ordination and delivery of services.
- Spend time with any team member as requested

Communication

- To contribute to regular goal planning and ensure that information is shared/ communicated on a frequent basis.
- To deliver ideas, to clients and other team members.
- To use communication skills to facilitate good relationships with team members and clients. To ensure the smooth running of services by effectively communicating with all relevant parties.
- Be responsible for dealing with enquires related to our services.
- Attend meetings with other team members and ensure that points arising from these meetings are actioned.
- Keep in regular contact with clients whose services you are overseeing to ensure you are delivering added value to client relationships.
- Ensure that client queries are dealt with promptly and professionally.

Service Development and Improvement

- Assist with the preparation of quotations for potential clients.
- Highlight areas that could be improved to co-workers.
- Conduct research and gathering of data and relevant information as needed to develop successful business proposals.
- Assist with managing client relationships to ensure revenue growth.

Financial Responsibility

- Ensure you get the best price for any products/services purchased.
- To manage project budgets.
- Ensure all receipts are kept (paper or email).

Team members Management and Human Resources

- Work well with all team members.
- Assist with the development of other team members as required

Teaching, Training and Professional Development

- To participate in the teaching and training of team members as agreed.
- Take an active role in your own development.
- Complete all college coursework on time.



Professional

- Act professional at all times.
- Where appropriate, participate in the appraisal system as appraisee, and intermittently an appraiser and be responsible for fulfilling agreed objectives and personal development plan.

Organisational

- To demonstrate effective time management and organisational skills during management of own workload and to be able to adapt to an unpredictable work pattern on a daily basis.
- To contribute to service developments.

This job description is not meant to be exhaustive and reflects only the current and anticipated responsibilities of the post. The successful applicant will be expected to work flexibly in order to meet the overall needs of the position.

If you have any questions regarding the job description please contact 0161 883 1122.

