

### Person Specification

<b>Post</b>	Apprentice Videographer & Photographer
<b>Location</b>	Manchester, City Centre

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>No formal qualifications required</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience using photography and video equipment</li> <li>Experience using computers</li> <li>Experience using Microsoft Office products (Word and Excel)</li> <li>Experience using websites</li> <li>Experience sending emails</li> <li>Experience editing videos using industry standard / popular video editing software e.g. Final cut / Sony Vegas / Adobe Premiere and or after effects</li> <li>Experience in filming and editing</li> <li>Experience editing images</li> </ul>	<ul style="list-style-type: none"> <li>Experience organising photography shoots</li> <li>Dealing with customers (in person / via email / on the phone)</li> <li>Previous experience of working to tight deadlines</li> </ul>
<b>Skills, abilities and knowledge</b>	<ul style="list-style-type: none"> <li>Accuracy and consistency</li> <li>A passion for video and photography</li> <li>Be practical with a keen eye for detail</li> <li>Capacity for learning technical skills</li> <li>An aptitude towards cameras and audio equipment is important</li> </ul>	<ul style="list-style-type: none"> <li>Interest in videos for websites</li> <li>Knowledge of marketing</li> </ul>
<b>Qualities and attributes</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills.</li> <li>Good communication skills, writing skills and people skills.</li> <li>Ability to work independently and as part of a team.</li> <li>Ability to work on multiple projects simultaneously.</li> <li>Good IT skills</li> <li>Good organisational and time management skills.</li> <li>Able to correctly prioritise tasks</li> <li>Ambitious and motivated</li> <li>Enthusiastic about all aspects of work</li> <li>Positive attitude, persistent and resilient</li> </ul>	<ul style="list-style-type: none"> <li>Sales experience</li> <li>Ability to work under pressure</li> <li>Willingness to learn new skills and rise to new challenges</li> <li>The persistence to work hard to achieve the best possible outcome</li> <li>Experience of breaking down large projects into smaller tasks and prioritise them accordingly</li> <li>Understanding of cost and best value</li> <li>Able to establish and maintain excellent relationships with clients</li> </ul>

**Other requirements**

- Willing to travel occasionally
- Must be keen to progress, learn and adapt to new environments and challenging situations
- Not afraid to get involved in a project outside of a traditional skill set