



**A NEW
DIRECTION**
We create opportunity



ual: london college
of fashion

STEP

London College of Fashion: University of the Arts London (UAL)

The Role: Video Content Production Trainee

Location of Role: London College of Fashion, 105
Carpenters Road, Stratford, E20 2AR

Salary: £28,191 pa

Placement Hours: 35hrs per week

Placement length: 12 months

About the Organisation:

London College of Fashion is part of University of the Arts London (UAL), the Content Production team is a dynamic team making educational videos for UAL students, capture live events and create research videos for the college under an umbrella department called Learning Technology.

About the role

- To actively report to the LCF Video Content Production team, on a daily basis, and, positively participate in team daily updates on ongoing projects and requests.
- To respond orally (by phone), in writing and face to face to a range of enquiries relating to content production requests in a positive, cordial (polite) and professional manner to all members of staff and students.
- Provide a range of technical assistance to team members in video production or video post-production duties, by being engaged in team work around producing a range of content from learning content, live event capture, research/innovation content and marketing content.
- Be prepared to work on or off site, or, wherever work is taking place and be flexible where possible with start and finish times to accommodate required current projects.
- Take an active role in learning the required skills to support content production duties such as long-form digital capture methods, transfer, and upload of long-form digital assets, and learning live event, production and post-production workflows.
- To assist in keeping all content production equipment and affiliated office equipment tidy and in a safe and secure order, reporting anything missing, damaged, or of a security concern.
- Assist and participate in wider Learning Technology team duties, including support or administrative duties whenever required, and, help communicate work progress to senior members of the team.

Essential skills & behaviour

- Clear written and verbal communication
- Organised and able to prioritise. Keep to the hours designated
- Collaborates well in a team and seeks feedback, teamwork is very essential to this role
- Comfortable learning new digital tools for video editing

Desirable (nice to have)

- Familiarity with Adobe Premier tool
- Using apple macs
- Experience creating content for social media is desirable
- Awareness of our how to produce videos and make different style content for different audiences

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 5pm on Sunday 12 July. You can upload video or audio responses. [STEP application form](#)

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/what-we-do/programmes>