



EACHOTHER – Film Assistant – February 2021

JOB DESCRIPTION

Film

- Work with the Film Producer to devise and deliver film projects and assignments
- Edit videos in a variety of formats, ensuring outputs meet the project requirements and quality standards
- Undertake light graphic design and motion graphics work
- Assist on film shoots (filming, capturing sound, backing up data, liaising with contributors, setting up and packing up cameras, lighting & audio equipment)
- Assist with the renting of filming equipment, when necessary
- Assist in the production and collection of release forms, call sheets, risk assessments and invoices
- Back up storage of work on an ongoing basis
- Take a proactive approach to improve our production and post-production processes and practices
- Take an active role in the pitching, planning and production of commissioned projects
- Attend and contribute to brainstorming sessions and aid the development of creative ideas for relevant campaigns
- Plan and storyboard content ahead of production
- Source high quality stock images, videos and music for use in various film projects
- Stay abreast of developments in both the human rights sector and online video trends
- Track and report on analytics related to our video content

Social Media

- Drive the upkeep of our Instagram feed (creating assets, sticking to a posting schedule and coming up with fresh ideas for new content)
- Create both still and video graphics to be posted on our social media channels
- Track and report on analytics related to our social media accounts
- Support the editorial team's content across our social media channels
- Help maintain and develop our YouTube channel

Website

- Help maintain, develop and improve the video section of the EachOther website

General

- Any other duties commensurate with the requirements of this post



EACHOTHER - Film Assistant

PERSON SPECIFICATION

Experience and Knowledge		Essential	Desirable	Where this will be assessed
	Proven videography experience	X		Application/CV (and if shortlisted - a task)
	Excellent skills with film editing software	X		Application/CV (and if shortlisted - a task)
	Specific experience with Adobe Premiere, After Effects and Creative Studio		X	Application//CV
	Experience on film shoots	X		Application/CV
	Familiarity with a wide range of modern filming equipment		X	Application/CV
	Experience of motion graphics and computer-generated animation		X	Application/CV
	Experience of graphic design		X	Application/CV
	Experience of working with websites	X		Application/CV (and if shortlisted - a task)
Competencies and Skills	Ability to develop and maintain internal and external working relationships and to be a positive member of the team	X		Interview
	Ability to manage competing priorities and work independently to meet deadlines and solve problems	X		Interview



	Ability to take a reflective and evaluative approach to work	X		Interview
	Passionate about working creatively with technology	X		Interview
	Ability to demonstrate empathy and care when dealing with vulnerable people and stories	X		Interview
Personal	Commitment to and understanding of EachOther's strategy and values	X		Interview
	Commitment to building a fair, compassionate and diverse working environment	X		Interview