



worthing theatres and museum

Junior Digital Assistant

KICKSTART
SCHEME

[gov.uk/kickstart](https://www.gov.uk/kickstart)



Salary: Current National Minimum Wage (depending on age, based on a full year)

Hourly Rate: Current National Minimum Wage (depending on age)

Hours: 25 per week

Holiday : 20 days p.a. plus 8 standard bank holidays (pro rata)

Contract: 6 months

Place of Work: Connaught Theatre, Union Place, Worthing

Closing Date: 19th July 2021

Interview Date: TBC

Who We Are

WTM (Worthing Theatres & Museum) is a newly registered charity dedicated to the following primary objectives :

- ☒ Promoting Dramatic Arts, Theatre and other cultural activities at the Pavilion & Connaught theatres, The Assembly Hall in Worthing.
- ☒ At every opportunity, using these cultural activities to advance Education and promote Social Inclusion.
- ☒ The preservation of important historical collections of decorative arts and clothing in Worthing Museum



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Job Description

Principal Purpose of Job (Role Summary)

This post is part of the Kickstart scheme which is a £2 billion fund to create hundreds of thousands of high quality 6-month work placements for young people. This role will work with the Senior Digital Officer to shoot, develop, and edit video, to capture key footage for campaigns, programmed events and other activities across worthing theatres and museum. This is a unique opportunity to gain practical work experience alongside an established digital content creator that will give the successful candidate a platform for a career in a similar field.

Main Duties, Tasks and Responsibilities

1. Assist the Senior Digital Officer to capture live action events and programmed activities utilising camera, lighting, and audio equipment.
2. Support the Senior Digital Officer by assisting and guiding participants as directed for filming, offer support and instruction to capture specific action and events for the camera.
3. Assist in editing and branding recorded video, promotion film and trailers supplied by promoters, production companies, artists and agents and ensure content is shared with the Marketing Coordinator to maximise sales.
4. Work with the Senior Digital Officer to edit captured video to tell concise, visually thrilling stories and devise a series collection highlighting a body of work.
5. Assist the Senior Digital Officer to set up equipment for interviews, vox pops and other scheduled filming events, supporting the setup and break down of recording equipment before and after use.
6. Assist in contacting all contracted companies and collate on video and digital content, updating the marketing team on assets received as required. Update spreadsheet of all content provided and ready for use.
7. Support the Senior Digital Officer with the digital assets audit, categorising, archiving and repurposing the WTM video library for future use.
8. Work with the Senior Digital Officer to maximise the impact and quality of content on the WTM YouTube channel, supporting innovative ways to elevate the content.



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General

1. Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
2. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
3. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.

The postholder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The postholder will be consulted about any proposed changes.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Additional Employability Support and Training

The successful candidate will receive the following support and training:

1. 1-2-1 mentoring and progress monitoring
2. CV writing support
3. Interview skills training and mock interviews
4. Access to Cities of Learning online support portal
5. Digital credentials



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6. WTM induction training (including equality and diversity, health and safety, safeguarding and fire safety)
7. Systems training (as required)- Gsuite, POS
8. Access to a range of work-based online courses via WTM's learning platform subscription
9. Training on the camera and filming equipment where necessary
10. Training on video and photo editing software where necessary

Criteria

Essential

1. The role requires flexibility for working hours; including weekends and evenings, depending on when events are scheduled to take place to capture footage and will be based at a variety of locations in order to capture video out in the field and working in office or from home to edit recorded video.
2. open to new experiences and keen to learn and develop new skills
3. IT and technology literate and comfortable with learning new systems
4. Attention to detail and ability to follow instructions
5. An interest in creating digital content and some experience of this (either personally or professionally)

Desirable

1. Experience using Adobe Premiere Pro (or similar video editing software) and wider Adobe suite.
2. Experience of operating/handling a DSLR camera and additional filming equipment.
3. Experience of using Word and Excel or similar software
4. An interest in stills photography and use of basic editing software such as Adobe Lightroom.
5. An interest in the arts and culture
6. Previous experience in a similar culture environment (work or volunteering)



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How To Apply

If you are interested in applying for this role please visit our website at <https://wtam.uk/job-vacancies/> and download the application form, once filled out please submit this to business.admin@wtam.uk by the closing date.

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

