

Job title: Digital Asset and Management Intern

Reporting to: Head of Communications and Marketing

Term: Six months, hours to be agreed

Location: 24 Greencoat Place, London SW1P 1RD

Job description

The Digital Asset and Management Intern will be responsible for the curating, archiving and documenting the media resources of Initiatives of Change (IofC). This post would be suitable for a student or recent graduate in media studies or a related discipline.

Main responsibilities & duties

The purpose of the role is to ensure that the resources of the charity are good order and in a form that can be sold (e.g as DVD or for broadcast) or downloaded. Key tasks include:

- Curate media resources, from documentary films to short historical video clips to archive images
- Document and archive the resources on a shared network drive
- Catalogue all films, images, video clips and e-books, using suitable database software
- Work with the Graphic Designer to ensure all resources have appropriate graphics

Responsibilities:

- Overall responsibility of curating and creating archive files of all media resources
- Work with IofC's in-house graphic designer to ensure all artwork is current
- Work with the Head of Communications to ensure resources are accessible to the public and internal audiences
- Contribute to other communications roles – TBC with the successful candidate

Required skills:

- Excellent organisational skills – this is the key attribute
 - Knowledge of Final Cut Pro or Adobe Creative Suite which is the native format for most of our films
 - A good communicator, able to write clear instructions and guidance
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Terms of engagement

Travel and lunch expenses will be covered.

At the conclusion of the project, the Intern will have a letter of recommendation from the charity and evidence of the project outcomes. There may be opportunities for written and video work to feature on the charity's website, depending on the individual's skills.

How to apply

Please submit your CV and a covering letter to davina.patel@iofc.org by 5pm on Friday 13 October 2017, mentioning the title of the position in the subject line. Interviews will take place the week beginning 23 October, 2017.