

## **Job description – Production Volunteer**

Medical Aid Films is a small, but fast-growing, NGO that uses film and innovative media to transform the health and wellbeing of women and children around the world. We bring together world class health expertise with creative film makers, to develop quality, resource-appropriate film and animation to support education and training in low-income countries about women's and child health.

We are seeking a summer Production Volunteer to join us for 8 weeks from June-July 2019 to help deliver high quality creative content for our projects. As part of the production volunteer role you will have the opportunity to learn about the production process from brief stage to post-production. You will select content and edit our 'annual review film' – a short film highlighting our achievements in 2018.

You will have a passion for filmmaking, a strong interest in the charities sector and a desire to use film to transform lives.

### **Key responsibilities**

- Drafting production schedules and budgets
- Writing and editing film scripts
- Writing crew call sheets for upcoming shoots
- Researching for productions, including fact checking and sourcing international crew across our filming locations
- Logging rushes and footage
- Using excel to update production spreadsheets and provide basic archive support
- Assisting the Digital Communications Producer with social media channels including Twitter, Instagram and YouTube

### **Required skills and experience**

Essential:

- Passion for and interest in the power of media to make a difference
- Excellent written and verbal communication skills
- Well-organised, excellent time management skills, ability to prioritise workload, deal with conflicting demands and meet tight deadlines
- Energetic and adaptable and willing to learn,
- Excellent team player with a positive, solution-focused approach
- IT skills including Microsoft Office
- Hardworking with a can-do attitude and demonstrable use of initiative

Desirable:

- Basic proficiency in shooting and editing
- Some experience using Adobe Creative Suite including Photoshop, After Effects and Premiere Pro

### **Terms of appointment**

The volunteer role is flexible and will be 2-3 days a week, based at our office in Canary Wharf for 6-8 weeks from June-July 2019. This is an unpaid opportunity. Travel and expenses will be covered.

**To apply**

To apply please send your CV and a supporting statement (no more than 2 sides of A4) outlining how you meet the job criteria and person specification and why you want to work with us to [Catherine@medicalaidfilms.org](mailto:Catherine@medicalaidfilms.org)

We are accepting applications for this role on a rolling basis.