



EUROPEAN UNION
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European Regional
Development Fund 2007-13

Job Description

Production Assistant (SLTV)

Introduction

Digital Media Exchange (DME) is a programme managed by a consortium of partners and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2007-2013. DME is designed to promote jobs and enterprise by supporting digital media entrepreneurs to engage in cross-platform production for radio, television, web and mobile, building on existing infrastructure previously supported by ERDF and benefiting from investment in a new local television channel for Sheffield.

Sheffield Live – SLTV is the new local television channel for Sheffield co-located with Sheffield Live community radio and part of a new cross media platform for the local community.

The Production Assistant will assist in use of studio and mobile audio visual equipment and facilities as part of the delivery of Action 3 of the Digital Media Exchange (DME) project, including support for new and continuing users, assistance with production and editing, and signposting to help where needed.

The Production Assistant will report to the Production Manager.

Job Description

- To assist in maintenance of studio and mobile audio visual facilities
- To provide production assistance and support to start-up enterprises using the SLTV facilities for business development and broadcast, including with production and editing.
- To provide production support for the location based production and distribution of audio visual content by neighbourhood and community based social enterprises.
- To undertake such other tasks as may be reasonably required.

In carrying out these duties the post holder will be required to respect all internal policies and procedures of SLTV including on equal opportunities and health and safety.

This post has been part funded by the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.

Person specification

Production Assistant (SLTV)

Essential requirements

- Relevant qualifications or practical experience
- Knowledge and skills in audio-visual production
- Fluent in the use of non-linear editing tools
- Experience in camera work / video recording
- Excellent written and oral communication skills
- Reliability and good time-keeping
- Able to work to deadlines in a dynamic environment
- Ability to work effectively with a diverse team of people
- Empathy with the ethos, aims and objectives of Sheffield Live

Desirable requirements

- News journalism skills, qualifications or experience
- Familiarity with and user of social media platforms

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Terms and conditions

Production Assistant (SLTV)

Salary

Salary, according to experience, starting around £14,000 per annum.

Pension

Sheffield Local Television Ltd offers an employer's contribution of 6 per cent of gross salary offered via a Group Stakeholder Scheme for salaried staff.

Location

Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX

Holidays

25 days annual leave plus bank holidays, pro rata to a 35 hour week.

Hours

35 hours per week. Flexible working required including some evening and weekends.

Trade union

The person appointed is encouraged to belong to an appropriate trade union.

Duration and probationary period

The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

Applications

By submission of CV and a covering letter outlining relevant experience and motivation.

Applications should be sent to: jobs@sheffieldlive.org including the job title as reference.

Deadline for applications: 31 October 2014

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