**SHEFFIELD HALLAM STUDENTS’ UNION**

Job Description: Student Staff

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. **Job Title:** **DIGITAL MEDIA ASSISTANT - VIDEOGRAPHER & EDITOR**
2. **Grade:** Meets National Minimum Wage
3. **Responsible to:** Digital Marketing Co-ordinator
4. **Purpose of Post:** To support in the delivery of services that enable Sheffield Hallam Students' Union to be the outstanding organisation in the UK for supporting and inspiring students.

The Brand Development team is seeking a creative and motivated photography student to support on campaigns and events at Sheffield Hallam Students' Union. You will be expected to work closely with the Digital Marketing Co-ordinator and the Brand Development team to produce engaging and exciting video content that showcases the work of the Students' Union. You will also form part of a team that works cohesively with all other Students’ Union departments.

**Hours:** Varies - as required.

**5. MAIN DUTIES AND RESPONSIBILITIES**

**Student Staff common requirements**

A commitment to Sheffield Hallam Students' Unions core values which include:

**Passion**: You should be passionate about ensuring your work helps to ensure a great experience for students who engage with Sheffield Hallam Students' Union.

**Honesty**: You should display absolute integrity in your interactions with students, customers and colleagues.

**Dedication:** You should be dedicated to the Students' Union and ensure you uphold your commitments within your role.

**Innovation**: You should be comfortable coming up with new ideas to improve the service we deliver to Sheffield Hallam students.

**Diversity**: You are committed to providing a flexible, adaptive and excellent service to all our students and customers.

**Role Specific Responsibilities:**

* To work with the Digital Marketing Coordinator, Digital Media Assistants and the Brand Development team in the production and delivery of video content for a range of audiences and channels including social media, website and other online channels.
* Filming at Students' Union events for campaign material.
* Editing the finished recording to a high standard.
* Adding titles or background music where required.
* Contribute ideas and concepts during formative stages of projects, and feed them in effectively to the Digital Marketing Co-ordinator.
* Other related tasks as and when required.

**PERSON SPECIFICATION**

**Job Title: DIGITAL MEDIA ASSISTANT - VIDEOGRAPHER & EDITOR**

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|  | **Personal Attributes required (based on the Job Description)** | **Essential (E)/ Desirable (D)** | **Tested by** |
| **1**  1.1  1.2 | **Qualifications/training**  Must be registered on a Digital Media or related course at Sheffield Hallam University.  Willingness to undertake any training necessary to improve performance/Service | **E**  **E** | Application Form/Interview  Application Form/Interview |
| **2**  **2.1**  **2.2**  **2.3** | **Experience**  Knowledge of video editing software, including Adobe Premiere Pro and After Effects  Some knowledge of animation  Knowledge of camera and sound equipment | **E**  **E**  **E** | Application Form/Interview  Application Form/Interview  Application Form/Interview |
| **3**  3.1  3.2  3.3  3.4  3.5  3.6  3.7  3.8  3.9 | **Skills**  Be passionate about the Students' Union and what it stands for and commitment to its core values  Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union  Excellent organisational skills and the ability to prioritise workload and manage own time.  Ability to confidently present ideas to colleagues.  Good sense of timing, pacing, and controlling story flow through editing.  The ability to work on multiple projects at any one time.  Able to work well under tight deadlines and quick project turnover.  Ability to work as part of a team  Excellent written, verbal, presentation and communication skills and ability to communicate with a diverse range of people | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview |

Date: May 2017