

The Rural Media Company

Shoot Out - Young People's Filmmaker

Job Description and Person Specification

Job Title:	Young People's Filmmaker
Reports to:	Director of Youth & Education
Internal links with:	Youth Media Worker (Part time) Freelance Practitioners Director of Production Finance & Operations Manager Production Coordinator
Responsible for:	Shoot Out participants
Hours:	37.5 hours per week (full-time) <i>Please be aware that the nature of this post requires working evenings and weekends</i>
Terms:	This is a 2-year post until Sept 2013, which may be continued subject to successful fundraising.
Salary :	18-22k per annum depending on experience
Holidays:	Initially 22 Days per annum plus Bank Holidays and three days between Christmas and New Year when The Rural Media offices are closed
Location:	Based at The Rural Media Company, Sullivan House, 72-80 Widemarsh Street, Hereford, HR4 9HG, with travel within Herefordshire and occasionally within the UK.

1. Overview

"The work of the Rural Media Company has already made a significant contribution to the lives of those in the communities it serves and well beyond" -Lord Puttnam CBE

The Rural Media Company is a nationally acclaimed media education, production and development service for the rural West Midlands, producing high quality education, training resources and cultural content within UK social and public policy arenas.

2. Shoot Out (www.shootout.org.uk)

Shoot Out will give 460 rural young people in Herefordshire, the practical skills and confidence to make films that support their local communities and express their own opinions and creativity. The project is specifically aimed at building mutual

understanding and practical participation of young people in the life of their communities.

3. Main Purpose of the Post

As a key member of the project team you will:

- ◆ Devise, deliver and help facilitate a film workshop programme at the 4 Shoot Out hubs currently established across Herefordshire (Hereford City, Bromyard, Kingstone, and Wigmore)
- ◆ Help establish, support, devise and facilitate a film workshop programme at 2 new Shoot Out hubs from November 2010 (Kington and Ross)
- ◆ Identify and assist the Shoot Out crews in the production of short films about local community events
- ◆ Identify and work with young people from “specialist groups” to produce short films to help ensure that organisations hear the views of young people through filmmaking.
- ◆ Facilitate and enable young people to create films on a range of subjects and in genres of their choice.
- ◆ Identify volunteers and freelance professionals to work on Shoot Out
- ◆ Facilitate young people to produce content for the Shoot Out website.
- ◆ Ensure that the Shoot Out project actively engages with local service providers and organizations across the county.
- ◆ Oversee the accreditation of the Shoot Out project participants and monitor milestones and evaluation

The Young People’s Filmmaker needs to be an energetic and creative thinker, a motivated self-starter with a committed and enthusiastic approach to creating films with young people and communities.

The nature of the project means that , though based at The Rural Media Company offices in Hereford, the Young People’s Filmmaker will mainly deliver outreach work in the community (youth centres, schools, day centres etc), this will involve travelling and some unsocial hours (evenings and weekends)

The post is part of a highly supportive team, including Director of Youth & Education, Part-time Youth Media Worker, Media Trainees and The Rural Media Company administrative, development and technical staff.

This is a very exciting time to join the project and The Rural Media Company. We are looking for someone to build on what has already been achieved in Year One of Shoot Out and help ensure a bright future for the project.

4. Main Duties and Responsibilities

4.1 Youth Participation

- ◆ Plan, design, devise and deliver a programme of creative film workshops, projects and seminars for young people, which equip them with the skills they need to take part in Shoot Out.
- ◆ Work with young people to identify issues that concern them and engage them in creative media activity.
- ◆ Provide support to the Shoot Out crews, plan and attend meetings, and have responsibility for preparation and delivery of final content
- ◆ Facilitate Easter and Summer schools, where Shoot Out crews can share their experiences and benefit from more specialist training.
- ◆ Actively encourage and support young people to become involved in a range of democratic opportunities (including local and regional forums, debates on pertinent issues, youth parliaments)
- ◆ Assist the young people in acquiring accredited learning units through the Youth Achievement Award scheme and other appropriate accrediting bodies.
- ◆ Facilitate creative media workshops with specialist groups across Herefordshire such as Young Carers, MIND, Headway (head injuries) and Young Travellers.
- ◆ Ensure that Shoot Out films and voices heard by policy makers and service providers.
- ◆ Raise levels of media literacy through practical media activity, cultural access and critical analysis.
- ◆ Develop young people's skills, abilities and confidence so that they can be part of the planning, management, content generation and evaluation of the project.
- ◆ Develop and devise new ways of delivering media projects in line with current media developments

4.2 Professional Development

- ◆ Contribute to professional development of those working with young people (e.g. for teachers, youth workers, volunteers), by offering support, advice and information about the project.

- ◆ Supervise pupil and student placements, ensuring that they are supported and directed with regard to the Shoot Out work plan.
- ◆ Work with the Project Manager and Part time Youth Media Worker to research, devise and implement new ways of working with young people, particularly in the use of new media technology, interactivity and the Internet.
- ◆ Undertake appropriate training in course moderation for the Youth Achievement/ Arts Award

5. Monitoring, Evaluation & Reporting

- ◆ Work with the Director of Youth and Education, Admin and Communication Asst and Part time Youth Media Worker, to ensure that the project achieves the project aims and meets the artistic quality, project management and equal opportunities standards of The Rural Media Company.
- ◆ Compile financial and narrative project monitoring reports as required.
- ◆ Co-ordinate the collation of qualitative and quantitative data for monitoring and evaluation purposes

All duties to be carried out with due regard to:

- Health and Safety
- Child and Youth Protection
- Data Protection and Confidentiality
- The Rural Media Company's equal opportunities policy and code of practice.

PERSON SPECIFICATION

6. Experience and knowledge

- Experience of using video/film within a youth, community or educational setting.
- Experience of working creatively with young people.
- Experience of devising *and* delivering "hands on" practical creative media workshops.
- Good understanding of youth culture and issues.
- Good understanding of the video/film production process
- A wide knowledge and understanding of different media markets and audiences.
- Good understanding of the benefits of film and media education/literacy in an education/community context.

Skills and abilities

- Practical media production skills in one or more media forms (Mini DV/HD camera operation and some experience of Final Cut Pro /Final Cut Express /Final Cut Express /Final Cut Express video editing)
- Enthusiastic about working with young people from diverse backgrounds
- A Full UK Driving Licence.
- A creative thinker with the ability to identify and develop new opportunities.
- Excellent communication and interpersonal skills
- Good project management skills and experience, including planning and reporting
- Literate with excellent spelling, grammar, writing and proofing skills.
- Able to network effectively with diverse community and statutory organisations
- Able to work alongside young people as colleagues, committed to sharing experience and learning.
- Flexible working style.
- Respect for confidentiality and integrity.
- Well-organised, self-motivated and able to work in a small professional team.
- Disciplined and focused with the ability to edit quickly and accurately under pressure to meet deadlines.
- Good IT skills.
- Enthusiastic about raising the voice of young people in society.

Please note the successful candidate will have to undergo a CRB enhanced check