

PRODUCTION ASSISTANT

Introduction:

FLTfilms – *For the Love of Tomorrow* makes and disseminates documentary films, which explore faith-based approaches to reconciliation and peace-building, social renewal after war, economic development and environmental protection. It is administered as a trading division of [Initiatives of Change](#).

Do you like a hands-on job? Is creativity your second nature? Are you looking for an opportunity to initiate your production career, to grow and develop your skills? If so, we may be looking for each other!

Description:

Key Accountabilities

We are seeking a highly motivated and hard working, part-time Production Assistant to join our team in London for an initial fixed-term contract. Working directly with FLTfilms directors, editors and the wider film-making team, you will need to be a strong team player.

Key Responsibilities

The role is technical, creative and administrative. You will be given responsibility for a variety of tasks, which will include –but not limited to– the following:

- Digitizing and logging of film material
- Basic editing and post-production using *Final Cut Pro*
- Basic camera work, both video and still
- Liaising with facility houses and production companies across London
- Handling calls and correspondence of a routine nature independently
- Archiving video and audio records
- Ensuring timely distribution of FLT products
- Conducting product research and purchasing
- Providing basic bookkeeping support using *Sage*
- Completing all necessary paperwork in relation to the above tasks

The Individual

The person appointed will be able to demonstrate the following:

- Experience of editing software, including *Final Cut Pro*
- Familiarity with major word processing software
- Good communication skills in spoken and written English
- Demonstrated ability to work as part of a team
- University degree in Media Production, Media Studies or related field
- One year's experience in film production or post-production
- Proven ability to multitask, prioritizing multiple tasks and projects
- Previous experience in administrative duties and office procedures
- Understanding of- and full sympathy with FLTfilms ethos and aims
- Commitment to work within the mission and policies of Initiatives of Change

Our Offer:

The selected candidate will enjoy:

- An international environment
- Career development possibilities
- A salary in line with this junior position

You feel you are up to the challenge? Then send your CV and letter of motivation to: Initiatives of Change, C/O Human Resources Dept., 24 Greencoat Place, London SW1P 1RD, or email them to talents@uk.iofc.org.

The application deadline is 6th May 2008. Short-listed candidates will receive by 13th May 2008 a more detailed application form, as well as IofC's equality and diversity form and a copy of our recruitment policy.