

JOB DESCRIPTION

Job Title	Multimedia Apprentice (Stornoway)	Grade	A	Weekly Hours	37
Objective	Completion of a Modern Apprenticeship through workplace learning, vocational experience and skills assessment.				
Accountable to	Operations Manager (Resources)				
Responsible for	<p>The modern apprenticeship position will be for a period of 18 months and will provide comprehensive training and work experience covering the entire workflow for broadcast programmes received by MG ALBA.</p> <p>The apprentice will be required to complete 7 mandatory modules and 5 optional modules.</p> <p>The apprentice will learn all aspects of broadcast operations. This will cover programme post-production, social media promotion for programming, programme scheduling and the engineering support for this workflow.</p>				
Working relationships	<ul style="list-style-type: none"> • Daily working relationship within the Operations Department • Topic based placements within departments throughout the organisation 				
Key result areas	<ul style="list-style-type: none"> • All required tasks, learning outcomes and assessments to meet SVQ Assessor standards • Completion of the Modern Apprenticeship to SVQ Level 7 • Supporting the work of the operations department in television production including camera work, video editing, motion graphics, colour grading, audio recording and mixing, quality control requirements, archiving and library systems and use of Microsoft Sharepoint. • Supporting the work of the Digital Hub Team through Social Media Content Creation and Scheduling • Supporting projects and industry events. 				
Key tasks	<ul style="list-style-type: none"> • To assist in the creating of graphics (using motion graphic software) for multimedia production. • To support staff in all aspects of multimedia production including video and audio. • To work co-operatively with the other members of the team to ensure production deadlines are met. • Contribute new ideas during the production process. • To liaise with other work colleagues and assessors who may have an input to the overall finished product. • Keep up to date with current workflows within multimedia • To work in a support function on projects such as SpeakGaelic; LearnGaelic; Digital Hub • Commit enthusiastically to an accredited training programme. • Commit to the use of Gaelic in the workplace. 				
Risk	<ul style="list-style-type: none"> • Under the MG ALBA Model of Risk Management, Risk is seen as everyone's business. • All postholders, therefore, have a responsibility to consider risk at all times including a responsibility to report/discuss any risks, perceived risks, risk mitigations and/or issues to their Line Manager or any Corporate Risk Group members. • Up to date monthly Risk Registers will be available to view on SharePoint and postholders are encouraged to read these on a regular basis. • All postholders should be prepared to consider Risk at staff appraisals and/or job chat times. 				

Core Skills	<ul style="list-style-type: none">• Working on Computer or Tablet• Ability to work as part of a team• Ability to meet deadlines• Positive approach to work• Good communication and interpersonal skills• Good time keeping• National 5 English, Mathematics, Gaelic• Good level of IT literacy• Fluency in good spoken Gaelic (support given for written competency if required)• Demonstrable interest in a career in the media sector
Time horizon	Fixed Term – 12 months