

JOB DESCRIPTION

Post Title: Camp Support - Media

Hours Per Week: 35

Type of Contract: Seasonal- 9 week role- 1st July to 31st August 2019

Reports to: Media Coordinator

Main Purpose: To support Media Coordinator in the organisation, creating digital media and file management throughout the summer Over The Wall camps.

Main Duties and Responsibilities: The individual will help the media/marketing team create exciting photo and video content throughout our summer camps. The role will include working around the UK, and at our head office in Havant. The individual will be expected to assist in the following;

Capturing photos of campers and volunteers at camp, including media brief requirements such as campership and corporate images.

Recording video footage for stock use and media brief requirements.

File management of all images taken at camp, images need to be easily accessible for future use.

Social Media posting during camp, this will mainly consist of producing an Instagram story and going 'live' on Facebook.

Camper/Volunteer check-in support, this will consist of taking images when everyone arrives and creating their ID badges.

Equipment maintenance, ensuring all camera and laptop equipment is looked after and the equipment log is up to date.

Editing photos in Lightroom for improved media content.

Help support campers and volunteers during camp session including delivering training where needed and be a general member of camp.

Create slideshow/presentation at the end of each camp, these slideshows are a camp requirement and complete the wrap up.

Work closely with the media coordinator in the build up to camp

sessions. Attend residential camps; these last between 8 and 10 days.

Other adhoc duties as requested.

PERSON SPECIFICATION

Headings	Essential	Desirable	Means of Assessment
Physical requirements of the post	<ul style="list-style-type: none"> This role is physically demanding including long work hours at camp. At various times you will also be required to lift heavy objects during and in preparation for camp 		Application Interview Reference
Previous or relevant experience necessary	<ul style="list-style-type: none"> Experience in creating digital media, including photos/videos 	<ul style="list-style-type: none"> Experience working with children. 	Application Interview Reference
Aptitudes and skills required	<ul style="list-style-type: none"> Strong organisational skills with the ability to multitask and prioritise their work tasks. Excellent file management skills Media based skillset, the ability to create and produce exciting content. 		Application Interview Reference
Personal qualities/ temperament	<ul style="list-style-type: none"> Hard-working and enthusiastic team player with a desire to support others around them. Flexible, adaptable and uses initiative. 	<ul style="list-style-type: none"> An ability to adapt and overcome equipment and software issues Ability to critically evaluate the effectiveness of systems and storage 	Application Interview Reference
Special requirements of the post	<ul style="list-style-type: none"> Able to travel to and attend residential camps in a range of locations across the UK 	<ul style="list-style-type: none"> Full driving licence Location in the UK 	Application Interview Reference