

# Trainee Production Manager

## Purpose of the job

Production Managers work under Producers and technical teams to prepare schedules and ensure a smooth running of production. They arrange the rental and purchase of production materials and supplies.

Production Managers oversee the search for locations, sign location releases, they also liaise with local authorities and the Police regarding permits. Their responsibilities include setting up, controlling the spending, paperwork and liaising with all teams to ensure deadlines are met.

## What you need to be a Production Manager at AFWN Initiative:

- Supervise and motivate a team
- Persistence
- Resilience to overcome challenges
- Positive can do attitude
- Teamwork
- Initiative
- Willingness to learn
- Motivation to move into employment
- Passion for Media/TV

## Throughout the course we will help you gain the following skills you will need to work in the industry as a Production Manager:

- Thorough understanding of TV production process
- Organising & planning skills
- Budgeting and Scheduling
- Troubleshooting
- Team working
- Team management
- Interpersonal and communication skills
- Admin and compliance
- Passion for media/TV
- Flexibility
- Resilience
- Thorough understanding of the relevant health and safety laws and procedures

If you require reasonable adjustments please contact **AFWN Initiative** on

# Trainee Production Coordinator

## Purpose of the job

As a Production Coordinator you will be responsible for assisting the Trainee Production Manager in project planning, execution and delivering transmission material for playout. The Production Coordinator should be aware of all delivery deadlines and keep the team of Researchers up-to-date with any changes. You will produce schedules for shoots, pre edits, edits and audio sessions. You will have the opportunity to set up shoots when required and schedule and manage ordering of materials/resources needed for shoots. You will act as the main point of contact and liaise with Editors and Freelancers. You will take part responsibility for budgets which includes collating relevant statistical data and keep cost and logistics spreadsheets. The Production Coordinator deals with the overall smooth running of the production office making sure that office equipment i.e., computers, scanners are up and running.

## What you need to be a Production Coordinator at AFWN Initiative:

- Initiative
- Persistence
- Resilience to overcome challenges
- Positive can do attitude
- Teamwork
- Supervise and motivate a team
- Willingness to learn
- Motivation to move into employment
- Passion for Media/TV

## Throughout the course we will help you gain the following skills you will need to work in the industry as a Production Coordinator:

- Thorough understanding of TV production process
- Organising & planning skills
- Budgeting and Scheduling
- Troubleshooting
- Team management
- Admin and Compliance
- Interpersonal and communication skills
- Flexibility
- Resilience
- Passion for Media/TV
- Thorough understanding of the relevant health and safety laws and procedures

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# Trainee Researcher (VT Producer)

## Purpose of the job

TV Researchers originate and develop programme ideas. They identify relevant data, contributors, locations or archive material, collating and assessing information from various sources, and ensuring that legal, compliance and copyright requirements are met. They carry out preliminary telephone and/or face-to-face interviews to assess contributors' potential suitability and availability for inclusion in each programme. Researchers contribute to the development of the show by writing briefs and pitching content ideas to the Producers. They may also be required to prepare production materials for external use, in both print and digital formats.

## What you need to be a Researcher at AFWN Initiative:

- Resilience to overcome challenges
- Creativity
- Persistence
- Positive can do attitude
- Teamwork
- Willingness to learn
- Motivation to move into employment
- Passion for Media/TV

## Throughout the training course we will help you develop the following skills you need to work as a Researcher in the industry:

- Research skills
- Planning and organisation
- Pitching Ideas and writing briefs
- Time Management skills
- Team working
- Interpersonal and communication skills
- Admin and compliance
- Passion for media/TV
- Insight into various TV job roles
- Thorough understanding of TV production processes

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# Trainee Video Editor

## Purpose of the job

As an editor, you will be responsible for assembling recorded raw material into a finished product that is suitable for broadcasting. The material may include camera footage, dialogue, sound effects, graphics and special effects. You will work closely with the Producer to achieve the desired end result. Although the producer has the overall say, editors should be creative and be full of styling and technique ideas to improve the piece. Editors will perform voice-over recordings and graphic over-laying. Editors have a great deal of responsibility in ensuring footage is stored and backed up.

## What you need to be an Editor at AFWN Initiative:

- Attention to detail
- Computer literate – ability to use internet, search through online catalogues, update spread-sheets etc.
- Creativity
- Accuracy
- Positive can do attitude
- Resilience
- Good team worker
- Willingness to learn editing software
- Motivation to move into employment
- Passion for Media/TV

## Throughout the training course we will help you develop the following skills you need to work in the industry as an Editor:

- Practical and technical knowledge of editing
- Practical and technical knowledge of Avid
- Interpersonal and communication skills
- Time management skills
- How to build a sequence
- Audio mixing
- How to follow a brief when working on one's own
- Planning and organisation
- How to fix technical problems

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# Trainee Camera Operator

## Purpose of the job

As a camera operator it is your job to record moving images for television and social media. You will be involved the 'get ins' & 'get outs' of filming equipment including the 'rig' and de-rig'. You will set up and operate the camera under instructions from the director. You may be required to attend location reces and give creative suggestions in production meetings. Camera operators should be familiar and knowledgeable of a variation of lenses and some lighting equipment. The camera operator is responsible for the manual handling, safekeeping and storing of all camera equipment. Camera operators must be able to lift, position, manipulate and transport cameras as the ability to do so is a core part of the job.

## What you need to be a Camera Operator at AFWN Initiative:

- Initiative
- Willingness to learn
- Resilience to overcome challenges
- Positive can do attitude
- Teamwork
- Attention to detail
- Observant
- Flexibility for work hours by agreement to meet shoot deadlines
- Motivation to move into employment
- Passion for Media/TV
- Observant

## Throughout the training course we will help you develop the following skills you need to work in the industry as a Camera Operator:

- Practical and technical knowledge of cameras
- How to following a camera script and taking cues from a director
- How to frame and compose shots
- How to perform camera moves accurately
- Interpersonal and communication skills
- Planning and organisation
- Time management skills
- Team working
- Camera creativity
- Troubleshooting

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# Trainee Sound Operator

## Purpose of the job

As a sound operator you record, mix and monitor sound quality during filming. You will typically use microphones, recording equipment and editing software to record sound on set or location. It will be the responsibility of the sound operator to assemble and maintain sound equipment plus determine the sound requirements of a shoot. Sound operators need to pay close attention to sound detail and be able to concentrate so that the right voices and sounds are picked up. Sound operators also have the responsibility of playing music or sound effects into live programmes.

## What you need to be a Sound Operator at AFWN Initiative:

- Willingness to learn
- Initiative
- Positive can do attitude
- Resilience to overcome challenges
- Teamwork
- Observant
- Motivation to move into employment
- Attention to detail
- Flexibility for work hours by agreement to meet shoot deadlines
- Passion for Media/TV

## Throughout the training course we will help you develop the following skills you need to work in the industry as a Sound Operator:

- Practical and technical knowledge of all sound equipment
- Operate controls to maintain correct sound levels
- Set up and test in accordance with the acoustics of the area
- How to select, place and adjust microphones
- Audio mixing
- How to follow a brief
- Planning and organisation
- How to fix technical problems
- Interpersonal and communication skills
- Time management skills