



Scroll Down For All Job Descriptions

Trainee Production Manager



What you will do:

As a Trainee Production Manager you will 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. Trainee 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 MAMA Youth Project:

- Supervise and motivate a team
- Persistence
- Organisational skills and attention to detail
- Resilience to overcome challenges
- Positive can-do attitude
- Teamwork
- Initiative
- Willingness to learn
- Motivation to move into employment
- Passion for Film, TV or Digital Content

Throughout the training we will help you gain the following skills to start your career in production management:

- Team management
- Organisational and planning skills
- Budgeting, scheduling and production paperwork
- Troubleshooting
- Team working
- Thorough understanding of production processes and of the relevant health and safety laws and procedures
- Workplace etiquette
- Interpersonal and communication skills
- Admin and compliance
- Flexibility
- Resilience
- Insight into various job roles

Trainee Production Coordinator



What you will do:

As a Trainee Production Coordinator you will be responsible for assisting the Trainee Production Manager in project planning, execution and delivering transmission material for playout. The Trainee Production Coordinator should be aware of all delivery deadlines and keep the team of content producers 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 take part responsibility for budgets, which includes collating relevant statistical data and keep cost and logistics spreadsheets. The Trainee 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 Trainee Production Coordinator at MAMA Youth Project:

- Initiative
- Persistence
- Organisational skills and attention to detail
- Resilience to overcome challenges
- Positive can-do attitude
- Supervise and motivate a team
- Teamwork
- Initiative
- Willingness to learn
- Motivation to move into employment
- Passion for Film, TV or Digital Content

Throughout the training we will help you gain the following skills to start your career in production management:

- Team management
- Organisational and planning skills
- Budgeting, scheduling and production paperwork
- Troubleshooting
- Team working
- Thorough understanding of production processes and of the relevant health and safety laws and procedures
- Workplace etiquette
- Interpersonal and communication skills
- Admin and compliance
- Flexibility
- Resilience
- Insight into various job roles

Trainee Content Creator



What you will do:

Trainee Content Creators originate and develop content ideas. They deliver end to end content creation for various digital media platforms, which includes developing ideas, self- shooting, text and video editing. They publish, schedule and distribute content, as well as monitor analytics to engage and grow an audience. Trainee content creators 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 video.

What you need to be a Trainee Content Creator at MAMA Youth Project:

- Resilience to overcome challenges
- Creativity
- Persistence
- Positive can-do attitude
- Teamwork
- Initiative
- Willingness to learn
- Motivation to move into employment
- Passion for Film, TV or Digital Content

Throughout the training we will help you gain the following skills to gain entry level work in the digital and broadcast industry:

- Research skills
- Planning and organization
- Editing
- Self-shooting
- Analytics
- Pitching ideas and writing briefs
- Teamwork
- Time management skills
- Workplace etiquette
- Interpersonal and communication skills
- Admin and compliance
- Work place etiquette
- Insight into various job roles
- Thorough understanding of production processes, platform and audience demographics

Trainee Video Editor



What you will do:

As a Trainee Video 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 a Trainee Video Editor at MAMA Youth Project:

- Attention to detail
- Computer literate – ability to use internet, search through online catalogues, update spreadsheets etc.
- Creativity
- Accuracy
- Positive can do attitude
- Resilience
- Patience
- Good team worker
- Willingness to learn editing software
- Motivation to move into employment
- Passion for Film, TV or Digital Content

Throughout the training we will help you gain the following skills to gain entry level work in post-production:

- 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 independently
- Planning and organization
- Thorough understanding of production processes
- Work place etiquette
- How to fix technical problems
- Insight into various job roles

Trainee Camera Operator



What you will do:

As a Trainee 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 recces 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 Trainee Camera Operator at MAMA Youth Project:

- 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 Film, TV or Digital Content, particularly (but not restricted to) sports, news or entertainment

Throughout the training we will help you gain the following skills to gain entry level work in the camera department:

- Practical and technical knowledge of cameras
- How to follow a camera script and take cues from a director
- How to frame and compose shots
- How to perform camera moves accurately
- Interpersonal and communication skills
- Work place etiquette
- Planning and organisation
- Time management skills
- Teamwork
- Camera creativity
- Troubleshooting
- Thorough understanding of production processes
- Insight into various job roles

Trainee Sound Recordist



What you will do:

As a Trainee Sound Recordist 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 recordist to assemble and maintain sound equipment plus determine the sound requirements of a shoot. Sound recordists need to pay close attention to sound detail and be able to concentrate so that the right voices and sounds are picked up.

What you need to be a Trainee Sound Recordist at MAMA Youth Project:

- 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 Film, TV or Digital Content

Throughout the training we will help you gain the following skills to gain entry level work in the sound department:

- Practical and technical knowledge of relevant 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
- Work place etiquette
- Thorough understanding of production processes
- Planning and organisation
- How to fix technical problems
- Interpersonal and communication skills
- Time management skills
- Insight into various job roles