

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. You will arrange the rental and purchase of production materials and supplies. The Trainee Production Manager oversees the search for locations, signs location releases and also liaises with local authorities and the Police regarding permits. Responsibilities includes setting up, controlling the spending, paperwork and liaising with all teams to ensure deadlines are met.

What you need to be a Trainee 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

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- Insight into various job roles

Trainee Digital Media Content Creator



What you will do

Trainee digital media content creators originate and develop content ideas. They deliver end to end digital media content creation for social 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. Digital media 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 Digital Media 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