Graduate Internship Programme – Employer Job Description

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| **Job title** | Technical Operations Assistant (SHOOB) |
| **Organisation** | Shoot Blue Hire Ltd. |
| **Line manager who the intern will report to** | Jon Howarth |
| **Is this role hybrid working or permanently onsite at your company?** | Permanently Onsite |

Technical assistance required for bookings, technical departments and marketing for Film Equipment Rental company, Shoot Blue Hire Ltd, based in Acton, West London

**Please provide a one sentence description for advertising the role on the GI website**

The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.

To provide technical and curriculum support, demonstration and supervision for the technical facilities, equipment for Shoot Blue Hire Ltd. This includes the set-up, maintenance of resources and equipment, and the provision of technical assistance to students and academic staff.

The post holder will work as part of a team to enable the effective operation and delivery of technical support and services in Shoot Blue Hire Ltd., and to actively promote the services and cross-disciplinary working.

Graduate Interns will be supported throughout their internship with a programme of development and evaluation.

**Main purpose of the job**

* An understanding of and experience within all departments of a camera and lighting rental business
* Technical knowledge and experience in setting up, maintaining and troubleshooting the latest cinematic cameras, lenses, lighting and grip equipment
* An understanding of the onset technical requirements of a range of productions, from feature films to commercials and music videos.
* An opportunity to connect with a variety of production companies in the UK industry

**What you will gain from this internship**

* To provide technical assistance to clients and potential clients when they write in/ enquire about a potential hire
* To provide technical assistance when clients/ potential clients come in for tests/ demos and workshops
* To provide technical assistance to the bookings, business development and technical departments
* Assistance in interdepartmental operations whilst upholding the company’s values and ethics.
* Assistance in marketing and content creation for the company

**Key areas of responsibility**

* Beginner level knowledge and experience in handling film equipment with an eagerness to learn more
* The ability to work across departments, technical and otherwise within a company, whilst upholding the company values and ethics
* Attention to detail especially when it comes to understanding the clients’ requirements and offering possible solutions, technical support and advice
* An interest in pursuing a career within the UK Film and TV industry

**Skills/knowledge required**

Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023.

**Recruitment criteria**

Updated: Jan 2024