**Graduate Internship Programme – Job Description**

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| **Job title** | Video Production Developer (CELT1) |
| **School / Department** | Centre for Enhancement in Learning and Teaching (CELT) |
| **Line manager who the intern will report to** | Rachel Branham |
| **Is this role hybrid working or permanently onsite at UWL?** | On site |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Design, record, edit, and distribute video resources for UWL teaching staff. |

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| **Main purpose of the job** |
| 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.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate level project (s) assigned by a line manager from CELT.  The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the CELT policies and procedures and of the wider University, in order to make a positive contribution to the team and CELT.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| Working knowledge of video production and editing equipment and software  Contribution to invaluable resource for UWL teaching staff  Comprehensive insights to teaching and learning practices and disability regulations and advocacy |

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| **Key areas of responsibility** |
| Develop benchmarks and targets within a shared project plan  Maintain communication channels with stakeholders through email, Teams, and interpersonal comms  Undergo self-directed learning to address gaps in knowledge  Impart critical and creative decision making in video project development  Taking and applying feedback in practical applications |

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| **Skills/knowledge required** |
| Basic video editing skills (Adobe Premiere preferred)  Organisation and communication  Ability to work independently and collaboratively |

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

Updated: Jan 2024