



Media and Communications Intern

Job Description

For a fixed term of one year.

Main Purpose of job

- To support the work of the Media Section.
- To deliver media production training for media members and union staff/volunteers.
- To support the work of the Communications and Insights Department.

Place in the organisation

Responsible to the Digital Manager (Communications and Student Insights Team).

Key work

- 1. To support the work of the Media Section:**
 - To participate in the development and execution of section plans.
 - Monitor equipment repair requirements liaise with the Media & Digital Manager to ensure prompt action is taken to remedy issues.
 - Monitor and coordinate media centre equipment and facility bookings.
 - Technically assist with the productions of the media section, i.e. video, radio, photography and print media.
 - Maintain systems that store and retrieve media assets.
 - Proactively support media members as required and advise on appropriate actions within their remit.
- 2. To deliver media production training for media members and union staff/volunteers:**
 - Deliver a detailed training plan across all skills levels in both the media centre (in conjunction with the Media & Digital Manager and the Media Executive Officer) and across other union departments/sections.
 - Mentor volunteers to enhance development opportunities.
 - Provide accurate records of training and competency development.
- 3. To support the work of the Communications and Student Insights department.**
 - Assist with video production (filming & editing of content when necessary).
 - Liaise with clients and staff/volunteers/freelancers to fulfil projects aims/requirements.

- Assist with events on the University campus with Media requirements.

General Duties

- Ability to bring theoretical knowledge and offer creative ideas to support both the Media Section and the Communications department.
- Assisting with general Media Centre duties as delegated from time to time, in line with the overall general nature of the post.
- Ensure all aspects of Health & Safety are compiled within the Media Centre.
- Working with colleagues to ensure a quality of service is maintained
- Be a generally useful and helpful member of LSU staff.

Hours

Based on 35hrs per week - flexibility on hours of work will be needed to fulfil projects. This contract is fixed term for 12 months.

Salary

LSU Scale 3 Point 7, currently £17,408 per annum – 12-month fixed term contract

Benefits include enhanced Public and Bank holidays, staff discounts, LSU benefits and access to University facilities.

Being BEST

Loughborough Students Union aims to be the driving force behind the UK's best student experience. Working at LSU is all about striving to be BEST. We have set out what this means in our BEST test at www.lsu.co.uk/BEST To be successful in this role you have to consistently pass the BEST test. We won't leave you to sink or swim; we are committed to developing our people to be BEST.

Equality & Diversity

Loughborough Students' Union is committed being a diverse community where everyone can be themselves openly without fear of unfair discrimination or harassment. We will not tolerate discrimination on the grounds of age, disability, gender, sexuality, race, religion or any other factor that has no bearing on someone's ability to do their job. Where needed, we will make reasonable adjustments to the working environment.

Ethical and environmental considerations

Loughborough Students' Union been recognised as one of the UK Greenest organisations and have won many awards to confirm this. We encourage all staff to work in ways that reduce our negative environmental impact and to our highly ethical standards. We are always keen for staff to contribute to our achieving these aims.

Loughborough Students' Union invests in its people

Loughborough Students' Union believes that its most valuable resource is the people who work within it. We are committed to the development of all our staff and volunteers; we actively encourage people to grow and develop their roles. We achieved recognition as a Gold 'Investor in People' in 2015 and we are constantly working to improve the ways our people can be as effective and happy as possible.