



JOB DESCRIPTION

Job Title: Junior Digital Media Designer / Animator (Paid Internship)

Hours and location: 21 hours per week (must be flexible) must be prepared to travel (Cardiff/Wales)

Salary Scale: ProMo Technical / Admin Scale
£23680 (Pro Rata)

Holiday and benefits: 23 days (25 days from Apr 2024) per annum, rising to 27 after 2 years and to 30 days on completion of 5 years' service (pro-rata)

21+ Hours working week

Bank holidays

Hybrid working

Up to 4 weeks working away from Wales base

Pension scheme – up to 6% employer contribution

Cycle Scheme

Probationary period: 2 Months

Length of Contract: 6 Months Fixed Term Contract

Responsible to: **Media Production Manager**

ProMo Cymru Vision

ProMo Cymru works to ensure young people and communities are informed, engaged, connected and heard.

How We Work

ProMo works collaboratively to make links between people and services using creativity and digital technology. Supporting the third and public sectors to imagine, test and create better services.

We work with communities through digital and media production, communications, advocacy, and cultural engagement. Our work is informed by over 25 years of delivering digital youth information projects. We share this knowledge through training and consultancy, forming long term partnerships to benefit people and organisations.

ProMo is a registered charity and social enterprise; our profits are invested back into our community projects.

MAIN PURPOSE OF POST

Our Media Production Team is looking for a creative, organised and self-motivated **Junior Digital Media Designer / Animator** who loves media and has the experience and confidence to work on several media projects simultaneously in a fast-paced environment.

Our media team produces videos, animations, podcasts, branding, graphic design and more. We co-produce most of our work with clients and/or our target audience. Some examples of our work include producing animated instructional videos for a Sexual Health Test Kit for Public Health Wales and co-producing an animation with a group of young carers from YMCA Swansea. We taught them about the phases of producing an animation such as storyboarding, scripting, and voice-over and supported them through the creative process.

Find out more about ProMo Cymru at www.promo.cymru

Project Brief

We have an exciting opportunity to join our media production team on a short-term paid internship, to support us in creating animations, graphic designs, and videos. This is a great opportunity to receive expert guidance and gain experience to propel your career.

You will be tasked with:

- Crafting designs for social media and printed materials, with guidance from our Graphic Designers
- Working with the team in media production: this includes helping during pre-production, attending filming sessions, voice recording sessions, editing footage with guidance as well as taking and editing photos
- Working with the team to produce motion graphics and 2D animation (it would be a bonus if you had 3D animation experience)
- Assisting in workshops, both face-to-face and online
- Following design guidelines, and other technical and budget constraints
- Working with team and clients to deliver projects on time
- Keeping up to date with the latest developments in the creative industry

In addition to the above duties and responsibilities the post-holder will be expected to undertake any other duties and tasks required to ensure the project successfully meets its outcomes and objectives.

We would love to hear from you if:

- You have a background or an interest in Creative Industries, Media, and Graphic Design
- You have experience using Adobe Creative Suite, Canva, and similar
- You have hands-on computer experience that includes graphic design, video production, and animation
- You are passionate about using media to engage with people and communities.
- You are reliable, responsible and have a “can do” positive attitude
- You are excited to work in a busy environment where no two days are the same
- You are committed to learning and developing your skills by gaining experience in one of the fastest growing social enterprises in Wales
- You are flexible to travel

How to apply:

Email your completed application form (below) to people@promo.cymru

Closing date:

Wednesday, 23rd February 2024, 5pm

PERSON SPECIFICATION AND EXPERIENCE:

| Requirement | Essential | Desirable | How Identified/ Assessed |
|-------------------------------|---|---|------------------------------|
| Education/ Qualifications: | A bachelor's degree in graphic design, motion graphics, fine arts, multimedia arts or any relevant degree. | Working towards a bachelor's degree in graphic design, motion graphics, fine arts, multimedia arts or any relevant degree. | Application form |
| Skills/Knowledge: | <p>Hands-on computer graphic design knowledge that includes video production design and animation.</p> <p>High level of I.T. literacy including Adobe Creative Suite or similar</p> <p>Good organisational,</p> | <p>An understanding of how to design marketing materials for a range of target audiences using web, social, email and other digital channels for marketing and communications</p> <p>Curious about the latest tech and digital trends and tools</p> | Application form & interview |

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| | <p>planning and multi-tasking skills</p> <p>Strong creative thinking and problem-solving skills</p> | A creative storyteller with presentation abilities | |
| Personal Attributes: | <p>Excellent verbal and written communication & interpersonal skills</p> <p>Passionate about using tech and digital to engage with young people and communities in Wales</p> <p>Self-starter with the ability to work independently and collaborate with a team.</p> <p>Attention to detail, excellent time management and planning skills</p> | | Interview |
| Other requirements: | Committed to working to and upholding ProMo Cymru's values, ethos and culture | Driving license with own transport. | Application form & interview |

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| | <p>Willingness to undertake travel across Wales when required</p> <p>Willingness to work flexible hours as per business need</p> <p>This post is subject to enhanced DBS check</p> | Welsh speaker | |
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This job description may be subject to review and changed to include such duties and responsibilities as are determined in consultation with the postholder. It is not intended to be rigid or inflexible but should be regarded as providing a framework within which the individual works.

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