**Job Description**

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| Job title | Junior Video Producer Intern |
| Location | The Factory @ POP Brixton, 49 Brixton Station Rd, SW9 8PQ |
| Type | Part time (2 days a week; - Mondays, Tuesdays, Thursdays only) |
| Salary | tbc |
| Apply | Send your CV and covering statement of why you fit this role to **hr@iconicsteps.co.uk** |
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| The Company  | Iconic Steps is a creative agency with a social impact! We deliver high quality digital marketing, advertising and communications services to our clients; we also support and train young people (16-35) from diverse and underrepresented backgrounds to increase their opportunities in entering the media industry. Our purpose is to shake up the current dynamic in the creative industry and create a more inclusive, more equal environment where everyone has the opportunity to succeed. |
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| Ideal Candidate | We are seeking an organized, energetic and proactive Junior Video Producer intern to support our production team. This role focuses on coordinating video projects, managing schedules, and liaising with freelancers and clients. Ideal for someone passionate about film and video production, this position offers valuable experience in the logistical and creative aspects of producing engaging content.The ideal candidate will enjoy a busy office environment, excel in multitasking and have a passion and drive to join us in making a difference.This is an ideal role for someone who wants to gain invaluable first-hand work experience in producing commercials and short films. |
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| Key responsibilities | Project Planning & Coordination* Assist in planning video projects, including timelines, milestones, and deliverables.
* Schedule and organize production meetings, shoots, and deadlines.
* Work closely with the CEO to move productions through the pipeline from conception to delivery

Freelancer Management* Coordinate and negotiate work agreements with freelance videographers, editors, and other contractors
* Ensure deliverables are completed on time and meet quality standards

Client Management* Act as a point of contact for clients, ensuring clear communication and updates throughout the project lifecycle
* Gather and document client requirements and feedback and disseminate as needed to production creatives

Proposal and Pitch Creation* Collaborate with the team to develop creative proposals and pitches for new projects
* Research and compile reference materials for pitches
* Prepare project briefs and budgets for client presentations
* Organise Iconic Steps productions into central repository and create a catalog detailing this work
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| Skills development | * Effective professional communication and project management
* Learning to craft compelling project proposals and pitches
* Gaining hands-on experience in planning and coordinating video production workflows
* Enhancing organizational and time management skills by managing timelines, deadlines, and multiple tasks simultaneously
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| Essential job requirements and characteristics | * Creative, positive, growth mindset
* Highly organised and adaptable
* Comfortable with shifting priorities
* Attention to detail
* Good grammar and spelling
* Skilled/ adaptable in using new software
* Familiar with Monday.com or other project management software, or willingness to learn and quickly grasp
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