



## **PRODUCTION ASSISTANT (Closing date: Sunday 5 May 2024)**

### **Role Details:**

- Duration: Four days, Thursday 13 - Sunday 16 June 2024 at Borders Book Festival.
- Hours: Variable hours negotiated to align with the festival programme.
- Objective: To assist with filmmaking, editing, and wider production tasks.
- Fee: £500

### **Applicants:**

- This role is part of a project to support young people's progression within the media industry. To apply, applicants must be aged under 30.
- While applicants with strong connections to the Scottish Borders, such as those living, working, or studying in the region, will be at an advantage, we warmly encourage individuals from all backgrounds to apply.
- Borders Book Festival takes place in the grounds of Harmony House, St. Mary's Road, Melrose, TD6 9LJ. If successfully appointed, you are expected to make your own way to and from the venue. Some programme events will end later in the evening.

### **Responsibilities:**

As an assistant to our team, your responsibilities will include:

- Assisting with pre-production tasks including setting up equipment for filming.
- Operating cameras, setting up lighting, and recording audio during filming sessions.
- Supporting post-production activities such as video editing and packaging content.
- Remaining flexible and ready to assist in various tasks to ensure the success of this brand new project.
- Help support our Trainee Content Creators (aged 16-25).

### **Benefits:**

- Gain hands-on experience in a supportive, rewarding and fun environment.
- The chance to be creative, try out new ideas and build career confidence.
- Enhance your technical skills in camera operation, lighting, and audio recording.
- Professional guidance from experienced filmmakers and content creators.
- Guidance from industry professionals including contributions from experienced broadcast journalists Sally Magnusson, James Naughtie' and Stephen Jardine.
- Great networking opportunities. Connect with authors, guests, and industry pros.
- Boost your portfolio with real content and credits.
- Be part of one of the most exciting book festivals in Scotland.
- Enjoy some free food! Festival Food Village vouchers are on us.



### **Desired qualifications, skills and experience:**

We're searching for enthusiastic young individuals under 30 who show confidence and a basic understanding of filmmaking techniques, camera operation, and using audiovisual equipment. While we are interested in those with qualifications in filmmaking, media studies or wider creative industry subjects, experience also counts. Therefore, we place equal value on those who can demonstrate practical skills and experience with a natural ability to create engaging content. If you're passionate about storytelling and a career in the media, we want to hear from you!

### **Additional information:**

This role is a freelance position for the duration of the Bloom Media project at the Borders Book Festival. As a freelancer, you will be responsible for managing your own tax and National Insurance contributions in compliance with UK regulations. Please note that, as this is a freelance role, you will not be entitled to benefits such as sick pay or holiday pay. This role offers a valuable opportunity for hands-on experience and professional development in the creative industries. The successful applicant will have the chance to contribute meaningfully to the Bloom Media project while gaining practical skills and industry exposure.

### **How to apply:**

1. Please send us a copy of your up-to-date CV.
2. In addition to your CV, please write a covering letter of no more than one A4 page, explaining why you are perfect for the role. Alternatively, you can explain why you are the ideal person by providing an audio file (up to three minutes) or filming yourself (up to three minutes). Please title all accompanying files with your name for easy identification.
3. If you are writing a covering letter, please email this to Lisa Cowan with your CV to: [bloom@bordersbookfestival.org](mailto:bloom@bordersbookfestival.org)
4. If you are sending your CV with audio or video files, please send everything together via [WeTransfer](#). Please send to [bloom@bordersbookfestival.org](mailto:bloom@bordersbookfestival.org) and remember to complete the WeTransfer message box with your name, contact information and details of what you have attached.

Please send your application to us by: **Sunday 5 May 2024.**

Interviews will be held on the evening of: **Wednesday 15 May 2024.**

We look forward to receiving your application and considering you for this exciting opportunity to join the Bloom Media team! If you have any queries, please email Lisa Cowan at [lisa@bordersbookfestival.org](mailto:lisa@bordersbookfestival.org) for more information, or call 07572 971238 for a chat about the role.