



Audio Engineer – Kickstarter Position

MVP Media is an innovative youth driven social enterprise that works to develop skills and create opportunities for young people in the creative industries.

Our focus is on personal and social development, increased employability and higher education support. We aim to tackle exclusion and help prepare disadvantaged young people for the workplace.

MVP is dedicated to providing creative opportunities for young people from marginalized communities. Therefore, a genuine acceptance and appreciation of people from any background and culture is necessary.

Office Address

500 Larkshall Road, Suite 14
Chingford, E4 9HH

Please refer to our website and social media for further information

<https://www.mvpmedia.co.uk/>

<https://www.facebook.com/MVPWs/>

https://www.instagram.com/_mvpmedia/?hl=en

<https://www.youtube.com/channel/UCMoqa1V5oD-z0OwQg90OGrg>

https://twitter.com/mvpmedia_21?lang=en



Responsibilities

As an Audio Engineer with MVP Media, a social network, tasks will include but are not limited to:

- Operate recording equipment during shoots and productions
- Plan and input in production schedule design for all productions, ensuring detailed planning for high quality audio recording
- Edit and mix audio tracks (vocals, background, music, overdubs, etc.)
- Troubleshoot and optimisation of audio recording and editing
- Manages audio equipment, ensuring routine stock check
- Perform miscellaneous job-related duties as assigned

Working Hours

MVP's office hours are from 9:30 am to 5:30 pm. This is a flexible, part-time position with 25 working hours a week. Some hours will be set but we aim to maintain as much flexibility as possible. We generally work in office Mondays, Wednesdays, and Fridays and work remotely Tuesdays and Thursdays, unless a project demands otherwise.

What to Expect Everyday

- There is frequent contact with people, either by phone, email or in person.
- You will be in frequent contact with your manager, either our CEO, Jo, or our Operations Manager, Elle. Please note the responsibilities will differ slightly as Jo and Elle's positions differ.
- You will be expected to touch base with the CEO or Ops Manager on a regular basis
- A variety of administrative tasks and meetings dependent upon the current project
- Occasionally going out to film shoots to support our Content Production team

Skills/Qualifications

Please refer to Kickstarter program qualifications. Interest in the film industry and experience working with creative personality types is desirable.

In addition to relevant experience and secretarial and administrative knowledge, you'll need to show evidence of the following:

- Ability to operate, maintain, troubleshoot, and perform repairs to audio equipment.
- Ability to effectively manage time and schedules.
- Ability to learn and optimise shoots to achieve the highest level of audio quality



- Knowledge of professional audio post-production procedures, techniques, and standards.
- Soft skills
 - Punctual
 - Organised
 - Strong communication skills
 - Professional behaviour
 - Can lead and also work as part of a team

Other Info

All placements participate in enterprise, employability and resilience-building training delivered by MVP pool of networks, skills developed include written and spoken business communication, workplace behaviours, team-work, managing stressful situations and social media in a business context.

Information about the Kickstart Scheme can be found here:

<https://www.gov.uk/government/collections/kickstart-scheme>