



## Personal Assistant – 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.instagram.com/_mvpmedia/?hl=en)

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

[https://twitter.com/mvpmedia\\_21?lang=en](https://twitter.com/mvpmedia_21?lang=en)

### Program/ Job Description:

Six months experience in a personal assistant role. This role is about 90% administrative and 10% creative.

#### Production documentation:

- Devising/maintaining office systems, including data management and filing
- Arranging travel, occasionally travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations
- Screening phone calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Organising and maintaining diaries and making appointments
- Dealing with incoming email and post, corresponding on behalf of the manager



- Taking notes and creating meeting agendas at meetings, taking minutes
- Organising and attending meetings and ensuring the manager is well prepared for meetings
- Liaising with clients, suppliers and other staff
- Assisting in the pre-production process with the Content Production Team
- Drafting paperwork and digital documents for the CP Team, assisting with CP reporting, film shoot briefs, shot lists, organizing filming permits

### **Kickstart Team Member Expectations:**

- **Communication:** Performing operational tasks relevant to management associated with your specialism, for example, replying to correspondence in a timely fashion, updating charts as necessary, and keeping track of your own time. This is an essential part of the job.
- **Teamwork:** This position is heavily team-based. Having a collaborative, positive mindset is crucial to contribute to an open, creative environment where team members can freely share ideas.
- **Standards:** Adhere to all MVP policies and procedures as laid out in the Employee Manual.
- **Recognize that we are a social enterprise and our primary focus is on our youth-** those young people ages 12-16 who we serve. Everything we do we do with our young people in mind.
- **Administration:** Content producers are responsible for contributing to administrative team tasks. As this is a small team operation administrative tasks are assigned to production team members throughout each project as needed.

### **Kickstart (Personal Assistant) Program Goals:**

- To enhance members' administrative and professional skills
- To develop knowledge of established professional practices
- To develop essential project and events management skills including Gantt charts, scrum boards, project timelines, and team management
- To enhance communication skills, including via email, on the phone, and in person
- To provide professional level training resulting in a more advanced skill set
- To assist in CV development and career progression analysis
- To provide experience in arts/ non-profit/ media administration

### **Kickstart Training/Program Objectives:**

- To feel confident in all essential professional communication, diary management, and organizational techniques
- To master the basics of production management



- To be able to use digital platforms and social media for business
- To encourage exploration of business and creative ideas and pursuits

***HOURS:*** You are responsible for logging your hours into the google document in order to track your 25 hours a week. Please ensure you adhere to the twenty-five hour mark as closely as possible. We also currently use a Gantt chart to help track progress on projects. Kickstarters will be expected to update the chart as changes to the schedule occur.

## PROJECTS:

There are several principal production projects MVP is currently undertaking that members will have the opportunity to work on over the duration of the scheme. These projects include promotional videos, interviews, and marketing material creation.

## SUGGESTIONS FOR CRITERIA FOR SELF-CRITIQUES

MVP supports critical, fair self-analysis in order to maximize the members' experience and advancement in the six months they are employed at MVP. Here are suggestions for self-critique:

- Write a fair, concise analysis of the group dynamic and division of labor (what each of you did and how you all worked as a team).
- Demonstrate your ability to be objective about your own work and recognize your strengths and weaknesses.
- Discuss the work in the context of established genres (how will content be evaluated by outside audiences including professionals).
- Evaluate the impact of revision (rough cut to final cut) on the final outcome of the project

### ***Kickstarter Program Information - Scheme 2***

***Administrative Team:***  
**CEO: Joanna Vasanth**  
**CFO: Samuel Vasanth**  
**Operations Manager: Elle Wilger**

### ***Kickstart Scheme Members:***

**November 2021 - May 2022**

**MVP Media, 500 Larkshall Road**



**Primary Meeting Location: Larkshall Road Office**

**Weekly Meeting Times: Wednesday 10AM - 12PM**

***PROGRAM SYNOPSIS:***

This program is a comprehensive video production program over the six month placement. Working in small groups and with occasional guidance from an industry professional, members master video production, camera operation, field audio recording, and lighting techniques, primarily for online content creation. Members will also gain experience on specifics such as how to light an interview, make the most of their equipment in the field, and break down any script into manageable pieces ready for shooting. Applying these techniques outside the studio, members produce content, edit, and deliver that content using top of the line software. We also screen and evaluate members' work as it evolves and refine methods for strengthening stories by looking at successful production teams and their tactics. This program is designed for those seeking an all-inclusive experience in producing quality video on a shoestring budget, and for storytellers who want to translate their ideas into compelling videos of any kind. Also bear in mind MVP Media is a social enterprise and our content will often feature our own artists and young people.