



## Photographer / Editor – 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 9LA

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)



## Responsibilities

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

- 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

## 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.

## 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:

- Exceptional written and oral communication skills, general understanding of professional vernacular
- Excellent word processing and experience using Google products/GSuite
- The ability to work under pressure and to tight deadlines
- Good organisational and time management skills
- Excellent interpersonal skills
- The ability to work on your own initiative



- Attention to detail
- Flexibility and adaptability to juggle a range of different tasks
- Accustomed and able to maintain a professional manner when working under pressure
- Positive, professional, proactive, diligent and flexible approach to work
- Appreciation of what MVP stands for and its mission as a social enterprise

**Information about the Kickstart Scheme can be found here:**

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