

## Role Description

**Role Title:** Volunteer

**Reporting to:** Operations Manager

**Salary:** Expenses

We are looking for volunteers who have an interest in the media industry and would like to enhance their knowledge and experience. There are a variety of roles available from assisting tutors with the smooth running of our courses to contacting guest speakers and companies to helping organize our events.

**Time commitments:**

Flexible - various start and end dates; this will be confirmed before you start.

**What you will do:**

- Be a presence on social media, through tweeting/ photos
- Guide students in generating ideas
- Responsible for all video and editing equipment in your care

**What you will get out of it:**

- Obtain hands - on experience of working with professional equipment and software
- Take part in the talks/master classes from professional in the media industry
- Boost your CV

**Skills and experience:**

- Has some experience in video production
- Is outgoing, hard working and full of initiative
- Has good levels of attention to detail
- Excellent verbal and written communication skills
- Ability to problem solve and creative thinker
- Be able to engage with people
- Up to date on current youth culture

Send your CV and Cover letter to [\*\*info@iconicsteps.co.uk\*\*](mailto:info@iconicsteps.co.uk)