# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Internal Communications Internship (Video Editing)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Marketing and Communications</td>
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<tr>
<td>Grade:</td>
<td>3</td>
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<tr>
<td>Accountable to:</td>
<td>Internal Communications Manager (Students)</td>
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**Under supervision, the main responsibilities of this post are to:**

- Assist with the sourcing, development and delivery of video projects
- Create engaging video content for use across our channels, such as student and staff intranets and social media
- Create, edit and script videos to a deadline
- Monitor and flag trending video topics and styles for the Internal Communications team to use across platforms
- Assist in the production of Facebook Live production

**To be successful in this role, you will need the following skills:**

- The ability to meet deadlines
- Experience in video production
- Experience with Photoshop would be preferred but not essential
- An interest in social media
- The capacity to prioritise work
- An excellent standard of written English, with good copy writing skills
- An eye for detail
- An interest in live video production
- Willingness to take initiative and propose new ideas.