



St Mary's
University
**Students'
Union**



SU Media Crew
Recruitment Pack



About the role

We are currently recruiting SU Media Crew to join our team to help us to create content for online and print publication.

Job Title: SU Media Crew

Responsible to: Membership Services Manager

Pay: £13.15/hour

Hours: to be based on organisation need and offered to the SU Media Crew Team

Term: Fixed, to Summer 2025

Start Date: ASAP

What are SU Media Crew?

SU Media Crew play a key role in supporting the permanent staff team across busy times of the year, ensuring we are there to capture the action. The position is varied and flexible to fit in with student life, you might be there one night to take pictures and videos of the SU event, edit and storyboard the next day, create a script and record a promotional video for one of our many services, updating screens at the SU with the media assets, or digitising our media archive on a rainy day.

We are looking for students with a passion for anything and everything creative, who have previous skills in taking and editing pictures and are familiar with video and editing. The role is very flexible, we are always trying to widen our portfolio of images and videos, being relatable to our students across all the campuses, and we would love to hear your ideas on how to make our media presence even better!

You'd need to be able to work flexibly across varied hours and locations, and the skills you have might influence the hours we could offer you. We're looking for students who can work well by themselves or in a team, are confident in engaging with their peers in different settings, and bring new ideas and enthusiasm to our communications.



Your Skills & Next Steps

First and foremost, we're looking for students who want to improve the student experience for those studying at St Mary's University.

Person Specification:

- A current student at St Mary's University (E)
- Demonstrable photography, graphic design or videography production experience (E)
- Experience of Canva, Adobe Premier Pro/ After Effects or Photoshop/ Lightroom (E)
- Experience of creating animation (D)
- Experience of working collaboratively with others (E)
- Experience of communicating with a diverse range of people (E)
- Excellent interpersonal skills (E)
- Ability to thrive in a busy and fast-paced environment (E)
- Excellent time management and organising skills (E)
- Comfortable working in a democratic, student-led environment (E)
- Approachable (E)

(E) - Essential criteria

(D) - Desirable criteria

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.

**To apply, fill out an application form, which can be found on our website:
Applications close 19th May 2024 at midnight.**