

JOB VACANCY DETAILS	
Vacancy title	Creative Apprentice in Digital Marketing and Social Media
Employer name	Signal Film and Media Ltd and Art Gene Ltd
Employer address	Cooke's Studios, 104 Abbey Road, Barrow-in-Furness, LA14 5QR and Art Gene Studios & Gallery, Bath Street, Barrow-in-Furness LA14 5TY
Contact details	Melissa Rogers Signal Film & Media 01229 838592 Melissa@signalfilmmedia.co.uk -
Full vacancy description	<p>Hone your creative skills working in an artist-led environment in Barrow-in-Furness.</p> <p>Signal Film & Media and Art Gene are both artist-led companies, seeking one creative apprentice to work between our two studios. You will have the opportunity to effectively double your experience and learning through one apprenticeship, accredited by Kendal College.</p> <p>If you are keen to develop your skills in marketing and social media, whilst gaining real insight into creative working practices, then we'd like to hear from you.</p> <p>The role involves using digital marketing and social media to build relationships around our work in the local community and to communicate locally, regionally and nationally about projects, learning opportunities, events and exhibitions. You will handle a range of digital media, processing photographs, uploading videos and managing online content. You'll conduct social media related research and develop insight into our online audiences. You'll develop your organisational skills, formulating a content calendar, managing timelines and reporting on issues and trends.</p> <p>You won't spend all your time in the virtual world. Signal and Art Gene are both small teams and we all pitch in as needed with a wide range of practical tasks. We'll expect you contribute to general office duties and to take part in team meetings. You will gain experience in meeting clients and funders, too.</p>
Number of positions available	1
Vacancy location	Barrow-in-Furness, Cumbria

Hourly wage - PLEASE ENTER A FIGURE	Wage: National minimum wage (£3.72 - £6.31/hour depending on age) Funding may only be available for those aged 16-24 years but the vacancy is open to all ages.	
Weekly working hours	35 We expect you will spend 2 days/week at Signal Films, 2 days at Art Gene and 1 day at Kendal College. This may vary depending on workload but over the course of a year you will spend an equal amount of time at both Signal and Art Gene.	
Future prospects description	We cannot guarantee an offer of continued employment after the apprenticeship is completed. However you will have gained valuable experience and, we hope, you will have earned two good references. By the end of the year you will be more aware of the various arts networks and will have made some potentially useful contacts, and you will be able to benefit from Kendal College's careers service.	
EMPLOYER DETAILS		
Employer description	Signal Film & Media offers a year-round programme of film, media and arts activities including artist residencies, participatory training and provision of facilities for filmmakers and artists. As an artist-led company, its creative team produces award-winning works for exhibition, broadcast and the commercial sector. We deliver innovative, high-quality film and digital media projects in a welcoming, inclusive setting that enables participants to develop and flourish.	
	Art Gene is an artist-led company dedicated to the research, production and exhibition of new work of contemporary art, through questioning the artist's role within the regeneration of the social and built environment. Art Gene's role is to "re-vision" the social, natural and built environment, working collaboratively with artists, other disciplines and with communities, in our studios and gallery in Barrow-in-Furness.	
Employer website	www.signalfilmandmedia.co.uk and www.artgene.co.uk	
ABOUT THE CANDIDATE		
Skills required	Experience using the main social media platforms plus email and the web.	
	Experience of using Apple Macs an advantage but training can be given.	
	Skills in processing digital media such as image editing, compressing video	
	Digital organisational skills, including keeping files and folders in an organised structure on computers	
	Organisational skills including time keeping and keeping a tidy workspace	
	Verbal and written communication skills	
	Grammar skills needed for writing blog posts, tweets etc	

Qualifications required	GCSE in English and Maths at grade C or above (or equivalent) Related training such as Arts Award certificates is an advantage but not essential.	
Personal qualities	·	Keen to learn
	·	Mature attitude
	·	Good time keeping
	·	Reliable
	·	Enthusiastic
	·	Ability to use initiative
	·	Polite
	·	Well presented
HOW TO APPLY		
Please answer these questions in your application letter.	Question one: Please describe why your knowledge, skills and experience make you a good candidate for this apprenticeship with Signal and Art Gene.	
	Question two: What skills do you hope to develop during this apprenticeship? Please describe how these skills will help Signal and Art Gene achieve their aims.	
Important other information	Submit your CV and a letter of application (no more than two sides of A4) answering the questions above, by email to melissa@signalfilmmedia.co.uk before the closing date below.	
KEY DATES		
Closing date	Monday 3rd February at 5pm	
Interview date	Week beginning 17 February 2014	
Possible start date	Week beginning 24 February 2014	