

## **CREATIVE ASSISTANT**

**Job Title:** Creative Assistant

**Organisation:** Young Creators UK CIC (YCUK)

**Location:** Tripod, 1 Brixton Hill, SW2 1RW

**Employment Type:** Work Experience

**Hours Weekly:** 1 day, 10am-6pm. £100/day paid weekly, 1 day a week for 5 weeks

**Application Process:** Please submit a Video intro between 1-4 minutes, covering the following subjects:

- Why are you applying for the role - consider personal and professional motivations
- What creativity means to you - go as deep as comfortable but please be authentic
- Pick a creative project from any artist/creative or by yourself and tell us why you like it and what it means to you. It can be a song, book, poem, film, poster - anything creative!
- Send an email with a brief covering letter/intro covering your skills and why you want to work with YCUK (150-250 words), a link to your video, a portfolio (if you have it) or any creative social media where we can see your work.

[Here is a Deck about our work](#)

Please send the to [ycukdirectors@gmail.com](mailto:ycukdirectors@gmail.com) by January 2nd 2024, interviews will start January 10th

Successful applicants will be invited into a fun and highly creative pitching/interview process.

### **Outside of role opportunities**

If production/creative skills are at a level where we can deploy them commercially, we are open to offering contractor work in our general production/creative client work outside of the role's core hours. This could include a range of creative briefs with real YCUK clients which include the Round House, Future City, Suli Breaks, BlackSeedVC, Lambeth Council, & BBC to name a few.

**Start and End Date: Tuesday - 23/01/2024 - 20/02/2024 Duration: 5 weeks**

**About YCUK:** YCUK is a creative and production agency co-owned and run by young people for young people. We co-design with youth on all aspects of our service by the nature of our company being run by them. Our youth development processes and creative training are proven, having supported young people with over 3000 days employment at above London living wage, run 100's of creative, soft and hard skills courses and supporting them with ongoing access to clients and professional standard equipment and software.

We provide both workshops and real-world, challenge-based learning. Real clients, real paid work and real experience all underpinned by a progressive human centred culture.

**Job Summary:** We are seeking a passionate and highly motivated Creative Assistant to join our team at YCUK. In this role, you will have the unique opportunity to learn from and shadow senior management, gaining valuable insights into the creative and production processes that drive our highly impactful work. You will see behind the curtain of an entrepreneurial leadership team, unlike any other in the sector. This experience will provide you with a strong foundation in the creative and social impact sector. You will leave with an understanding of business skills (such as pitching, client management and budgeting), creative and production processes and your own professional headshots.

### **Key and Learning Responsibilities:**

- **Shadowing Senior Management**
  - Work closely with senior management, including creative directors, producers, and executives, to observe and assist in various aspects of creative and production projects.
  - Gain first hand experience in project planning, execution, and creative decision-making processes.
- **Creative Input and Collaboration**
  - Participate in brainstorming sessions and creative meetings, contributing your ideas and insights to ongoing projects.
  - Collaborate with cross-functional teams to support the development and execution of creative concepts
- **Administrative Support**
  - Assist with administrative tasks related to project coordination, scheduling, and documentation
  - Maintain organised records and files to support efficient project management
- **Learning and Skill Development**
  - Participate in training and learning opportunities to enhance your knowledge and skills in the creative and production
  - Take the initiative to learn new tools and software relevant to YCUK's processes
  - Learn briefing and client development, basic photography and/or videography

### **Training, Development and Benefits**

- Training will be varied but will include creative/production/client briefing, planning/budgeting and delivery of creative projects, editorial narrative planning and delivery, branding and brand deployment.
- A lot of training will be challenged based on real briefs and real world learning. We will support you in going from starting to see your work posted and shared across all our marketing platforms - including Tik Tok, Instagram, LinkedIn, Website, Newsletter, pitch decks.
- Access to and training in Adobe software including Bridge, Photoshop, Premier pro, Audition - licensed access to full adobe creative cloud. Royalty free music platforms, Motion graphics kits, LUT Packs, Video and Photography AI tools.
- Training in a range of creative equipment and relevant skills -
  - Videography - how to shoot on a DSLR, Cinema Camera, Smart Phone, handheld and gimbal use
  - Photography - Manual use of pro standard full frame DSLRs
  - Lighting - how to light design for studio, content and event use and how to operate a range of professional lighting equipment including continuous and flash.

- Audio - On camera mic use, Interview audio capture and design, Zoom Audio Capture, Podcast recording and production, basic audio mixing and sound design
  - Data Management - how to log and manage media storage
- Shadowing senior leadership in a range of commercial and creative activities including creative ideation, client development and management, all phases of production, events, facilitation, public speaking engagements, networking and team briefing.
- Access to a huge range of professional production equipment, once trained there will be options for taking equipment off site for personal projects (commercial work allowing.)
- You will be supplied with a Macbook Pro for the duration of your role.

### **Ideal Team Member**

- Passionate about creativity and entrepreneurship
- Hardworking and organised
- High initiative and solution focused
- Strong collaboration skills and the ability to always remain empathetic towards our contractors, staff and clients
- Can roll with the punches and has a flexible attitude toward evolving responsibilities and environments
- Maintain a transparent work stream and always be honest with the team and management
- Familiarity with creative production processes
- Has intention of supporting and championing YCUK's mission