



with UAL: London College of Fashion **ual:** university of the arts london london college of fashion

# STEP

## London College of Fashion

### Dual Placement

<b>UAL: London College Fashion</b> <b>Cultural Programming</b> Location of role: W16 OBJ Working pattern: 9am – 5pm Mon – Fri	<b>UAL: London College Fashion</b> <b>Digital Content Production</b> Location of role: W1G OBJ Working pattern: 9am – 5pm Mon – Fri
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This opportunity provides two placements that will take place simultaneously across a 40-hour week with both the Cultural Programming & Digital Content Production teams.

## About London College of Fashion

University of the Arts London is a vibrant world centre for **innovation**, drawing together six Colleges with international reputations in **art, design, fashion, communication** and **performing arts**.

London College of Fashion is extremely proud to be a **global leader in fashion education, research and consultancy**. We have been nurturing creative talent for over a century, offering courses in all things fashion. With over 70 undergraduate and postgraduate degrees across every subject, we encourage our students to examine the past and challenge the present. To have **inventive, assertive** ideas that challenge social and political agendas. We give them the skills, opportunities – and above all, the freedom – to put those ideas into practice.

This is a great opportunity to be a part of LCF, working from our new state of the art building, and experience life on the forefront of fashion education.

Visit our website to find out more:

<https://www.arts.ac.uk/colleges/london-college-of-fashion>

## Cultural Programming

### About the role

- Assist in supporting the Cultural Programming team by dealing with enquiries, arranging meetings, booking travel, writing emails, contracting artists and other administrative tasks
- Assist in supporting the cultural programme being developed in Stratford with the East Bank Partners, including the Great Get Together on the Queen Elizabeth Olympic Park
- Assist the Cultural Producer with diary management and scheduling
- Attend Cultural Programming meetings, take notes and circulate minutes
- Help with supporting the cultural programme and Fashion Space Gallery (FSG) activities and events including **workshops, seminars, symposia, exhibitions, conferences, meetings**, including arranging hospitality, room-booking, servicing meetings and events
- Aid in the updating of the website, **social media, publicity** and **newsletters** for Fashion Space Gallery and cultural Programme

- Support the Technical Production Manager and Exhibition Technical Specialist with exhibition production tasks
- Undertake condition reporting to help ensure the correct care of objects
- Support the work with LCF Communications team on press, marketing, events and design for the Arts and cultural Programme.

## Skills and experience

To have knowledge in tech and media is desirable but not essential within cultural programming.

## Digital Content Production

### About the role

- Provide assistance to team members in **planning, production or post-production** duties, a flexible approach to working both on and off site
- To actively report to the **Content Production** team, including the coordinator, on a daily basis, and positively participate in team daily updates on ongoing projects and requests
- To respond orally (by phone), in writing and face to face to a range of enquiries relating to content production requests in a positive, cordial (polite) and professional manner to all members of staff and students
- Provide assistance to team members in **planning, production or post-production duties**, by being engaged in team work around producing a range of content from **learning content, live event capture, research/innovation content and marketing content**
- Take an active role in learning the required skills to support content production duties such as **high-quality digital video capture methods, transfer and upload of long-form digital assets, and learning live event, production and post-production workflows**. Also, to take an active role in learning and engaging in operating the UAL's various digital interface platforms in order to achieve publishing to the required audience

- To assist in keeping all content production equipment and affiliated office equipment tidy and in a safe and secure order, reporting anything missing, damaged, or of a security concern
- Assist and participate in wider Learning Technology Support team duties, including support or administrative duties whenever required, and help communicate to senior members of the team in cases of high demand, or, any functions that are required to support student learning activities or other college requirements.

## Skills and experience

- A proven aptitude in using different types of video cameras and related audio equipment
- To have a good level of skill using video editing software and knowledge about various video formats

## About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector. You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest
- We welcome applicants who have been educated outside of the above boroughs but priority will be given to those that have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

# How to apply

Complete our STEP application form by 10am on Friday 29 September, you can upload video or audio responses.

[STEP application form:](#)

## For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>