



Media Trust Films Executive Producer

Recruitment Pack



www.mediatrust.org
Registered charity: 1042733



About Media Trust

At Media Trust, we believe when everyone has an equal voice, we'll get to a more equal society.

That's why we connect media organisations with charities and under-represented talent to empower the third sector and advance media representation.

We design and deliver innovative and impactful training for charities so they can communicate more effectively to support their communities and drive social change. We also match charities with media industry volunteers for hands-on support. At the same time, we provide under-represented talent with the skills, access and mentoring to progress their careers in the media and creative sectors.

For more detailed information about Media Trust's work, please see our [2023 Impact Report](#).



About Media Trust Films

Media Trust Films bridges the gap between charities and filmmakers, creating powerful films that amplify the impact of grassroots organisations by leveraging the expertise of our talented directors, many with lived experience of the causes they're supporting.

We carefully match charities with experienced volunteer filmmakers who produce and direct short films about their designated charity's work and impact. Media Trust oversees the production, guiding and supporting the charities and filmmakers as needed.

We also provide training for charities on the filmmaking process and distribution strategies for their finished film, as well as training for filmmakers on intersectional story-telling and working with people with lived experience.

Many of our films have been recognised for their creativity and high production values at the Creative Circle Awards, Smiley Charity Film Awards, Big Syn Sustainability Film Awards and Third Sector Awards.

This year, Media Trust Films made over 40 short films for charities supported by City Bridge Foundation, Crucible Foundation, John Lyons Charity, The Mercers' Company and Santander Foundation.

For charities that are not supported by one of the funders that we work with, we also make Commissioned Films.

Examples of previous films can be found [here](#).

Our Values

Our vision and mission are at the heart of all we do. We work to achieve these by:

- Being innovative and creative
- Putting our stakeholders first
- Being entrepreneurial
- Working with energy, passion, and dynamism
- Embracing equality, diversity & inclusion
- Supporting our people to be their authentic and best selves

Some of our Key Media Industry Partners



Our Impact

In 2023:

2,728

charities received support from Media Trust

10,524

volunteer hours mobilised

8,317

people attended Media Trust's events

1,389

volunteers supported charities through Media Trust

568

young people supported through work & skills training

For more information, please see our:

- [2023 Impact Report](#)
- [2024 Accounts and Annual Report](#)

The Role

Executive Producer for Media Trust Films

Reports to: Head of Media Trust Films

Salary: £32,000 - £35,000 (depending on experience)

Hours: Monday - Friday (35 hours pw), part-time options considered for the right candidate

Contract: 12-month fixed term contract starting as soon as possible

Location: Remote-based with semi-regular travel to Central London for events and meetings (once or twice a month)

This is an exciting role for an experienced Producer to manage the production from start to finish of a portfolio of approximately 12 short charity films. Each 2-3 min film will be made by a different volunteer director. You will be responsible for ensuring the films are delivered on time, on budget and are of a high quality.

You will be a talented and detail-orientated multi-tasker with solid experience of producing high quality video content within the media industry. Experience of working with charities is a plus.

You will be expected to manage the scheme from start to finish including recruiting suitable filmmakers from across the industry (working towards a target of 50/50 gender/diversity), liaising closely with both the charities and filmmakers throughout the entire process, giving creative guidance and editorial feedback, and ensuring the production and delivery of the films on time and on budget.

Key responsibilities:

- Ensure the smooth running of the project from start to finish
- Prepare timelines, manage project plans and collate and share timely feedback
- Develop and maintain strong relationships with both the charities and volunteer filmmakers
- Assist with organisation of production support for volunteer filmmakers where required
- Provide feedback on briefs, treatments, scripts, video and sound edits to ensure the creative execution answers the brief
- Organise and facilitate a number of training days for the selected charities
- Organise kick off meetings and ensure all charities and directors meet agreed milestones and delivery deadlines
- Ensure all paperwork is completed by charities and filmmakers and that all assets and files are delivered correctly
- Track costs for overall project, draw up purchase orders and process invoices
- Negotiate rates and licences with suppliers where appropriate
- Write up and submit a comprehensive project evaluation report
- Promote the scheme and finished films on social media and enter films into awards

Person specification

- A minimum of five years' experience of creating/producing high quality, short form content including script/copy writing and editorial experience
- Self-starter; able to take initiative and problem solve
- Excellent planning and project management skills, strong attention to detail
- Excellent interpersonal and communication skills, both written and verbal
- Excellent client management and diplomacy skills, able to quickly build and establish relationships with people from all walks of life
- Strong organisational skills, including ability to plan and prioritise your own work and meet deadlines
- Good sense of design and media trends
- Proficient in using video editing software such as Adobe Premiere Pro
- Good working knowledge of all key social media platforms
- Experience of organising training/events an advantage

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

How to Apply

Download and complete the Equal Opportunities form on [our website](#). Email a covering letter (max 2 pages) describing how your skills and experience match our requirements, along with your CV and the completed equal opportunities form to: roles@mediatrust.org. Please put Executive Producer in the subject heading of the email and let us know where you heard about the vacancy.

- Closing date: 11pm on Sunday 2 March
- Interviews: w/c Monday 10 March

We aim to represent the communities we support. We encourage applications from people of colour, those who identify as LGBTQIA, working class as well as Disabled people and those living with mental health conditions.

Media Trust is committed to your journey as a candidate and will provide any necessary support throughout the application process. Please ask if you need any assistance or require any reasonable adjustments throughout the process.

Please note – due to the high volume of CVs and applications we receive, we can't always get back to everyone, although we will try our best!



Working at Media Trust

Media Trust is an ambitious charity, full of passionate people. We are a small and dynamic team that works collaboratively and supports each other to achieve our vision of a more representative media and equal society where everyone has a voice.

We are looking for motivated, agile, and value-driven people to join our team. In return, we offer:

- Remote working
- 30 days annual leave (plus bank holidays)
- Flexible hours, to be agreed with line manager
- Pension contributions
- 2 volunteer days each year
- Opportunity to attend up to two Media Trust Comms Courses each year at no cost to you

Flexible Working at Media Trust

Media Trust values and respects all differences in people (seen and unseen). One of the ways we do this is by actively encouraging staff to work in ways that best suit their needs and our flexible working policy outlines many of the options available, such as part-time and term-time working, job sharing, home working and working compressed hours.

Please talk to us at the interview about the flexibility and equipment or other support you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.