



A R E T E

KNOWLEDGE COURAGE INTEGRITY

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ARETE STORIES LIMITED UK NO 8382103

JOB DESCRIPTION/ OUTPUT Internship

Intern Role - April 2021

Expected weekly working hours

- ▶ Two days a week
- ▶ Additional days and weekends when we have last minute jobs coming in and deadlines to meet.

Working hours between 0900 – 1800 GMT with flexibility expected

Equipment/ Computer requirements

- ▶ Laptop (Mac preferred)
- ▶ Adobe Creative Cloud
- ▶ Microsoft Word/ Excel/ Powerpoint

Fee

- ▶ Daily rate according to experience
- ▶ Days to be agreed in advance on a weekly basis

Expenses

The following expenses will be paid:

- ▶ Skype Calls
- ▶ Zoom Subscription
- ▶ Music purchased for video editing
- ▶ Additional expense incurred as a result of work agreed in advance
- ▶ This role is on a consultancy basis so you must be registered for tax reasons as self-employed. Arete Stories will pay you the above sum each month without benefits.

We will not take any responsibility for your tax or National Insurance Payments or any additional benefits.

Qualifications and Experience

- ▶ Experience of previous media and communication roles an advantage but not essential
 - ▶ Interest in photography, videography and communication
- Interest and understanding of the humanitarian sector

- ▶ Excellent written and spoken English
- ▶ Willingness to learn and work under pressure to tight deadlines
- ▶ Completion of A levels or equivalent
- ▶ Degree (BA) an advantage but not necessary
- ▶ Highly motivated and ability to work alone

SCOPE OF WORK

Onboarding New Consultants

At Arete, we work by collaborating with local photographers, videographers, writers, translators and other multimedia consultants. We already have a vast global network of consultants, but we are always looking to add more in order to deliver the best possible quality to our clients. Finding and on boarding new consultants is a key part of this role.

Video Logs

Logging video Footage when it comes in
Organising and uploading video footage

Photo Captioning

Assisting with photo captioning
Organising and uploading photographs

Social Media

Weekly checks on social media to ensure our consultants/ Arete are being correctly tagged
Keeping our content sheets up to date for use on social media

Proposal writing

Creating proposals for e clients as and when jobs come in, examples and templates will be provided.

Brief and LOU writing for consultants

Writing briefs for consultants for shoots - examples and templates will be provided

Project work and management

Assisting the Arete Production Team with workflow and project management

Research

Research documentary, film and story ideas for Arete projects

Editing

Reviewing documents and stories for spelling and grammar

Job Searches

Weekly search across job sites for new business opportunities