

Job Title:	Film Researcher and Administration Assistant
Reports to:	Head of Barnabas+

General job description:

We are looking for a strong all-rounder to join our team at Barnabas+. Film production plays a key role in supporting our mission to create, strengthen, encourage and comfort Christian audiences worldwide. We're seeking a Film Researcher and Admin Assistant who will collaborate closely with the Senior Media Manager and Film Producer to ensure the smooth execution of our film projects.

1. Principal responsibilities:

- Conduct thorough research to support film production, including sourcing footage, photos, locations, and potential interviewees. During the research process; record and share interviewee stories with the wider team.
- Assist in creation and distribution of production documents and consent forms.
- Organise, maintain and acquire props and costumes for re-enactments.
- Contribute to event planning and implementation.
- Help with the maintenance of content on the Barnabas+ inventory.
- Assist with other marketing activities to engage Christians with the mission of Barnabas+.
- Support social media management and other promotional tasks as required.
- Taking meeting notes and minutes.

2. Technical Competencies:

- Demonstrated strong research skills, including experience in conducting online and archival research.
- Excellent organisational skills and attention to detail.
- Proficiency in Microsoft Office.
- Exceptional communication skills, both written and verbal.
- Ability to multitask, prioritise, and meet deadlines.
- A passion for film and storytelling.
- A willingness to serve others through media.
- Strong commitment to the mission and values of Barnabas Aid and willingness to work within our statement of faith.

3. Educational Requirements and Work Experience:

The ideal candidate for the Film Researcher and Administration Assistant role should have a degree or experience in a related field. Experience in film production, administration, or research is preferred.

The ideal candidate will have experience in managing schedules, travel arrangements, and performing administrative tasks. They should demonstrate proficiency in using Microsoft Office and possess excellent research skills, including conducting online, telephone and archival research. Strong communication skills, both written and verbal, along with attention to detail, multitasking abilities, and a track record of meeting deadlines are all essential for this role. Additionally, a passion for film and storytelling, and a willingness to serve others through media are required attributes.

