Video Production & Partnerships Assistant

About Future Ready Foundation

Future Ready Foundation is a registered charity dedicated to reducing disadvantage and creating opportunities for young people. We work with schools, communities, employers and industry partners to improve digital inclusion, social mobility and access to future careers.

Through education, employability support, digital and STEM/STEAM skills, and employer engagement, we help young people develop the confidence, skills and experience they need to progress into education, training and employment.

Job Title: Video Production & Partnerships Assistant

Department: Employer Engagement / Film & TV Production

Number of Vacancies: Multiple

Role Purpose

The Video Production & Partnerships Assistant will use filming, storytelling and production skills to attract employer partners, strengthen business relationships.

Key Responsibilities

- Research and identify potential employers and industry partners.
- Support employer outreach and help arrange meetings and workplace visits.
- Develop video concepts designed to encourage employer partnership enquiries.
- Produce promotional films showcasing learner skills and employment opportunities.
- Film employer interviews, testimonials and partnership success stories.
- Create video content that communicates the benefits of working with learners.
- Develop scripts, storyboards, shot lists and filming plans for employer campaigns.
- Operate cameras and apply framing, movement and composition techniques.
- Set up appropriate lighting and capture clear professional-quality audio.
- Record interviews, B-roll and behind-the-scenes footage at employer events.
- Edit and assemble footage into polished employer-facing videos.
- Adapt video edits for presentations, websites and social media channels.
- Support employer networking events and filming schedules.
- Work collaboratively with employers and colleagues on production briefs.
- Help create learner showreels and portfolio materials for potential recruiters.
- Maintain organised production files and employer engagement records.

Bootcamp Skills Applied

Storytelling • Scriptwriting • Storyboarding • Shoot planning • Camera operation • Framing and movement • Depth of field • Shot variety • Lighting • Audio capture • Creative direction • Basic editing and post-production • Crew roles • Set teamwork • Production coordination