



Job Description

Job title:	Junior Content Production Executive
Department/Brand:	Craft Factory
Reports to:	Senior Creative Production Manager
Duration:	Perm
Hours:	Full Time
Office Location:	London UK

About Jungle Creations

Jungle Creations is a leading media house for the social age, solely focused on delivering high-quality content to our audience of over 80 million. What started out as a Facebook page called VT has evolved into a multi-platform media company that generates over 5 billion video views, and 20 million unique users to our sites, each month. Those numbers make us the 1st most viewed media property on Facebook, globally!

With tens of millions of followers at our fingertips, we create viral content for some of the biggest brands in the world (Greenpeace, Oreo, Disney, Bailey's etc...) and push it out through our channels. This is such a proven formula that we now guarantee a minimum of 1 million views on every piece of content we make for clients.

A reasonably impressive start, but in order to accelerate growth and ultimately become number one, we need the best people in the world to join us.

Role Purpose:

It's the Junior Creative Production Execs role to ensure creative video concepts for Craft Factory are executed to the highest quality. They will be tasked with filming and editing original content shoots. On-shoot they will be expected to shoot, produce, direct and edit hygiene content for the millions of followers across Craft Factory's channels, ensuring that lighting and colour is of professional quality. Furthermore, a Junior Creative Production Exec is expected to develop new content ideas for Craft Factory and have a good understanding of the audience they're making content for. Finally, they should be able to communicate clearly with their manager and creatives in order to help achieve overall company goals.

Key Responsibilities:

- Shoot and edit for creative social projects to professional quality.
- Support and assist on both social, commercial and marketing shoots.
- Thoroughly plan productions and manage own time effectively to ensure all deadlines are met.
- Develop new content ideas for all Jungle communities on all platforms and adhere to brand guidelines.

- Keep the kit organised and ensure the studio is clear and always ready to use.
- Assist other teams in the business with technical tasks like Town Hall, Lunch & Learns or marketing announcements.
- Communicate clearly and effectively with Social Production Manager, team members and other peers throughout the business.

Background and experience:

- Professional experience in editing branded content for clients,
- Able to provide professional working examples of video content production
- Up-to-date knowledge of social platforms and a good understanding of Jungle's audiences.
- Have a good understanding of internal and external lighting and studio production.
- Worked in a face-paced production environment

Skills:

- A versatile videographer and editor with the ability to adapt to multiple projects.
- Can use at least two adobe suite applications. I.e Premiere, Photoshop, After Effects etc.
- A good understanding of camera kit and editing software.
- Ability to manage own time efficiently and effectively
- Creative thinker
- Creative problem solver
- Ability to develop content ideas for social media channels

Bonus Points:

- Previously produced arts, crafts and DIY projects on camera

Competencies (Behaviours):

- Team player
- Passionate about creating video content
- Clear communicator
- Good organisational skills
- An ability to take on constructive criticism
- Ability to learn new skills quickly and efficiently
- An interest in social media and social media content



All employees are expected to comply with the company code of conduct, to act professionally with colleagues, treat colleagues and the workspace with respect; It is your responsibility to ensure your behaviour, attitude and appearance always positively reflect the Company and don't do anything that would bring the reputation of the Company into disrepute or cause a loss of confidence in its work.

Measures of success and key stakeholders:

Employees are monitored with bi-annual KPIs to measure their performance; these KPIs are made up of both skills and behavioural competencies. Jungle is committed to rewarding those employees who consistently exceed their bi-annual KPIs, and will ensure those employees to advance within the business.

KPIs:

- Team video output of four hub productions per week, including emerging platforms. Ensuring all work produced is of a professional standard.
- Develop and pitch well thought out and insightful ideas for hub series content and campaigns. Ensuring you're always following brand purposes and guidelines.
- Take an assisting role in commercial campaigns. Work alongside senior and production execs to maintain high standards on-shoots for clients and help achieve guarantees.
- Plan, script and shot list for social productions and ensure they're clear and concise. Final products must be of a professional standard.

Key stakeholders:

- You will report to the Creative Production Manager of Craft Factory.
- You will work alongside other junior and production execs.

We want you to add to our culture

At Jungle Creations, we aim to ensure our workforce reflects the diverse society we live in. Our different ideas, our different perspectives and our respect for one another enables us to be innovative, creative and build a sense of belonging that actively encourages our people to add to our culture. We want everyone to feel that Jungle Creations is a place where they belong and that is the reason why we look for the cultural add, not the cultural fit.

Our mission

'We exist to create ideas that get people to thrive online and in the real world'

Our values



This is who we are. These qualities are the things we look for in new Jungle talent, the things we celebrate and reward our people for, and the things clients discover about us and our work.

Collaborate.

Whether in a small or large capacity, every one of our departments work in collaboration with each other. Encouraging this total collaboration means our people can team up with ease, and create the perfect environment for idea sharing, creative thinking, and working closely with clients and partners alike.

Innovate.

In a business and world that is forever changing, we pride ourselves on how agile and adaptable we are. Striving to experiment, take risks and be bold, Jungle celebrates how quickly its people can innovate and move with the times, ensuring we are at the forefront of change and the best in industry.

Champion.

We champion our people, their ideas, and their differences. Our people respect one another and the things that make each of us unique. We aim to support all voices internally and reflect this in the work we do. We actively encourage our people to add to our culture and want everyone at Jungle to feel that they belong.

Post Covid-19 Plan

We have carried out a full risk assessment and put together a return to work plan as per government guidelines. We are aiming to open the office up more in July when government guidelines loosen but will be moving to a permanent hybrid working system. This will be partly working from home and part in the office. Each team differs in terms of their in-office expectations so feel free to discuss this during your interview process.