Job Title: Digital & Marketing Apprentice (2 roles available)  
Contract Type: Fixed Term – Full time  
Base: Cardiff, BBC Wales  
Closing Date: 11th June 2017  
Pay: £12,500 pa – leading to academic qualification  
Location: Llandaff, Cardiff

Context
If you want a career at the BBC, if you’re passionate about making exciting, new content for TV, Radio or Online, or if you want your ideas to contribute to changing the BBC’s digital landscape, then there's no better place to start turning that dream into a reality than through gaining a place on the BBC Wales Apprentice Scheme.

These roles will be based in Cardiff and work across various departments throughout the year making TV, Radio and Online content for all kinds of output and programmes. Apprentices will learn on the job, content making and digital marketing skills, and will study and work towards a Creative and Digital Media Apprenticeship Level 3.

If you have a passion for producing brilliant content, keen to learn the production process and are serious about a career in the media, then the BBC Apprenticeship scheme really is a great opportunity for you.

The Scheme
As well as college-based academic teaching, this 12-month scheme delivers a broad range of on and off-the-job training and hands-on work experience opportunities across a wide variety of exciting productions and roles. On top of building a solid foundation in core production skills, we will also be offering Apprentices the chance to work across two production areas:

Digital content production – for people who live and breathe social media and interactive online content. You may already be creating your own video content and publishing it online. You may have an interest in design, editing, gaming, photography or animation. A creative opportunity to work with teams in the BBC who are constantly coming up with exciting ideas to support big BBC shows like Doctor Who, Sherlock and others.

Digital marketing and content discovery – For people who enjoy connecting with online communities. You may be an enthusiastic vlogger. You may have a flair for writing funny, friendly and clever quips that people enjoy on your social media accounts. Perhaps you have skills in editing images and video or in creating viral content that jumps on the coat tails of big trends? An exciting opportunity to work with teams who help audiences find and enjoy BBC content and to help the BBC reach new online audiences.

Apprentices will get the opportunity to work on various productions and live events throughout the year and will use the experience they’ve gained to complete a Creative and Digital Media Apprenticeship Level 3 with a Cardiff based training provider.

Main Duties

- To support the content-making and digital marketing teams with general office duties, including media management, on location filming, edit and graphics support; image editing; answering phone calls and emails; research.

- To perform team support in a timely manner with attention to detail including: creating briefs, finding people to take part in our content, finding locations, clearing copyright, making calls, hiring equipment, booking meetings and arranging travel/accommodation.

- To support the content-making and digital marketing teams by: helping in the studio, on location and in edit suites; contributing ideas and helping researchers on projects. Finding archive clips and pieces of music, and making sure they are cleared for copyright.

- To be a face of the BBC, meeting visitors and be a first point of contact for enquiries, providing a good impression - embracing the BBC Values: Trust, Audiences, Quality, Creativity, Respect and Working
Together. Having knowledge of BBC Health and Safety policies.

- To take an interest in the output of the BBC across all platforms and to have a passion to develop a career at the BBC or in the wider media industries.

What do you need to be a BBC Wales Apprentice?

To be a great Apprentice you need to have a combination of the following:

- Knowledge of BBC content and programmes on all media, with an interest in the BBC and the wider media industry.
- A passion for, or interest in, making and creating content – in a practical way or through developing ideas.
- Punctual and responsible with good organisational, prioritisation and practical skills.
- Experienced in prioritising and organising your workload effectively within a constantly changing environment.
- Good IT skills with the ability to learn new systems, knowledge of Microsoft Office is desired (training will be provided).
- Ability to understand and put into practice BBC policies on Health and Safety, and the values behind BBC programme making, for example treating people fairly and making sure we get our facts right.
- Works well within a team and able to get on with many different types of people.
- Good numerical, written and spoken communication skills.
- Full of great, new ideas – able to solve problems and deliver to deadlines.
- You should be keen to learn and have the motivation, and ability, to combine work and study.

We are looking for people who:

- Have a right to live and work in the UK.
- Are educated up to GCSE or ‘A’ Level (People who are educated to degree level are not eligible to apply)
- Are passionate about wanting to produce content for TV and online
- Will offer a new perspective to the BBC that will help us reflect our audiences better
- Have a positive, ‘can-do’ attitude and are prepared to work unpredictable hours.
- Are committed to a building a career in the media – this is an entry-level scheme and not a gap year activity.

Production Apprenticeship (Level 3)

The BBC Wales Apprenticeship scheme works with a Cardiff based training provider to develop best-in-class courses to give Apprentices a world-class foundation in Production. This is a year-long programme where you will get to work on a range of content in the BBC, while studying towards a Level 3 Apprenticeship in Creative and Digital Media.

Providing an excellent practical understanding of content production processes, this apprenticeship will equip you with knowledge and experience that will place you well for applying for future production contracts.

Following an initial training period you will then work across various production teams on a placement / range of placements. You’ll be at college for blocks of classroom based learning and you’ll be expected to deliver completed units to timescales.

Competencies

Interview questions will be competency based, for more information on Interviews at the BBC go here. Competencies for this role include:

- Team working
- Communication
- Planning and organising
• Imagination/creative thinking
• Resilience

If working as a BBC Wales Apprentice sounds like something you would love to do, then, please, don’t delay, apply for this Apprenticeship Scheme today!