

Role title: Freshers Week Film (Media) Crew	Recruitment Process: Application form and interviews held annually.
Department: Commercial	Key staff link: Director of Commercial
Role Description: <ol style="list-style-type: none"> 1. Document the activities, events and experiences of NUSU Freshers' Week through film and images 2. Share footage and images with NUSU, seeking assistance from the Marketing department when needed 3. Ensure a good breadth of footage across all days and events 4. Be responsible for the safety and condition of equipment used by the film crew 5. Be a point of contact for Freshers and supervisors, relaying messages and information from the University, NUSU and the organisers to Freshers 6. Give guidance on being a student at Newcastle University and provide information to assist students in settling in and finding their way around campus 7. Be an ambassador of NUSU, promoting the work of the Union and feeding back any issues from students. Take an active role in providing student feedback to NUSU. 8. Be a point of contact and support for any Freshers who may need assistance in an emergency. Follow directions given at training on what to do in such situations and when to refer to supervisors, staff or the emergency services 	
Key skills gained: <ol style="list-style-type: none"> 1. IT skills 2. Filming and photography 3. Film editing 4. Problem solving and dealing with difficult situations 5. Communication skills 6. Planning and Organising 	
Person spec (if applicable): <ol style="list-style-type: none"> 1. Experience of using filming and photography equipment 2. Friendly and approachable 3. Able to cope in difficult situations and use common sense 4. Able to relate to and meet the needs of the diverse student population including international students, students with disabilities and mature student. 	