



About Astar Media

Astar Media is a creative agency based in Stornoway, specialising in Gaelic language projects. Since its establishment in 2021, Astar has worked on behalf of various organisations to deliver impactful projects, including managing the FilmG project on behalf of MG ALBA. Astar brings fresh perspectives and innovative solutions to promoting Gaelic culture and engaging Gaelic-speaking audiences.

Astar is a small but busy company which offers employees the opportunity to grow and learn and to help shape their own workload and work commitments over time. We work fully remotely, with regular travel to work on projects and events around the country.

Advert

We are looking for a Project Co-ordinator to join our team. The main duties of the role will be to work on the administration of the FilmG project, overseeing the organisation of a schedule of filmmaking workshops delivered by freelance tutors. The successful candidate will also be responsible for the administration of the short film entry workflow and ensuring we are on track with all aspects of the project.

The successful candidate will also be required to assist with other active Astar projects, working towards our agreed client objectives and targets.

Elements of this role are negotiable, and we welcome questions or options should you be interested in exploring your suitability for the role.

Instructions for Application:

Please send your CV and a few sentences explaining why you should be considered to hello@astarmedia.scot. We are happy to accept applications written in Gaelic or English.

Closing Date for applicants: 5pm, Friday 13th September 2024

Detail

Job Title	Project Co-ordinator
Location	Remote
Remuneration	£25,000 – £30,000 per annum Contributory pension scheme – 10% Employer contributions
Duration	Initial fixed term contract to April 2025
Hours / Time off	37 hours per week but part-time or reduced hours considered 25 days annual leave exclusive of 10 days public holidays per annum
Objectives	<ul style="list-style-type: none"> • Delivering high-quality results for Astar Media and its clients • Co-ordinating the delivery of FilmG and other Astar projects
Key Tasks	<ul style="list-style-type: none"> • Co-ordinating project delivery for FilmG including overseeing the delivery of FilmG workshops and managing the short film entry workflow • Co-ordinating small-scale projects for clients • Supporting the Directors in seeking and successfully delivering new clients and projects including working on tenders, pitches and applications • Assisting with the marketing, communication and growth of Astar • Other general duties as required

Skills and Experience

	Essential	Desirable
Requirements	<ul style="list-style-type: none"> • Fluent Gaelic speaker • Full driving license and access to a vehicle 	<ul style="list-style-type: none"> • Undergraduate Degree in Gaelic or relevant subject • Experience working in media sector • Experience working in a similar role
Qualities	<ul style="list-style-type: none"> • Excellent organisational and planning skills • Excellent interpersonal and communication skills (verbal and written) • Able to manage own time and exercise good judgement in prioritising according to urgency and requirements 	<ul style="list-style-type: none"> • Microsoft Applications proficiency • Knowledge of Gaelic sectors and organisational landscape • Social media content creation • Basic budget management • Media production skills (camera, editing etc) • Adobe Suite proficiency