

## APPLICATION FORM 1

### APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2019-2020 – INTERNSHIP INFORMATION

CORPORATIVE INFORMATION			
Name of the company		Footstep Productions Ltd	
Contact Person		Colette Thomson	Email: _____
Location	Country	England	
	City	London	
	Address	4th Floor Capital House, 42, Weston Street SE1 3QD	
Sector		TV and Audio production	

PROPOSED INTERNSHIP INFORMATION		
Number of trainees to host		1
Extension time (extra months and salary) OPTIONAL  <u>SEE DOCUMENT:</u> "FORM 2_Global Training 2017 extension preliminary agreement"	Extra months	Si al finalizar los 6 primeros meses la empresa y el becario desean prorrogar la estancia, se ofrece la posibilidad de prorrogar 6 meses más
	Monthly payment for extra months (between 0-1358€/month)	Durante la prórroga opcional, la mensualidad sería de:1600 euros

INTERNSHIP/PLACEMENT INFORMATION	
Department (in case you want more than 1 trainee, indicate the different departments where they will work)	
Description of project/activities (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)	The trainee will be involved in all areas of production from administration work associated with our productions and daily running of the company to full production work. They will get to work on audio and video projects in studio and on location and will be able to use their editing and filming skills as appropriate.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Requested profile(s) information (Studies, previous experience, language skills, other skills...)	Applicants will need a good level of English and have a passion for working in the media. Ability to use Adobe, Premier, Avid, FCP, as well as Microsoft Office packages are needed. Skills with After Effects or interest in animation are useful but not essential.
Other commentaries	Footstep is a small Company but that means the trainee gets the opportunity to work in all areas of our activities. They need to come with a passion for working in the media and for taking on all aspects of a task. We provide lots of opportunities to further your skills. We are based in London and it can be an expensive city to live in and find good accommodation.

## INFORMATION ABOUT THE COMPANY/INSTITUTION

LOGO	 <p><b>FOOTSTEP</b> productions</p>
WEBSITE	<a href="http://www.footstep-productions.com">www.footstep-productions.com</a>
<b>INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/ISTITUTION IS LOCATED</b>  (General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...)	<p>We are currently based very close to London Bridge Station in London. It's a great area with brilliant public transport. It is a safe area.</p> <p>We share a floor with other creative companies and young people working here so although the company is small there is the opportunity to make friends.</p>
<b>GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION</b>	<p>We work mainly within the education sector. We produce television programmes, video pieces and audio recordings for publishers. The company was set up 27 years ago and we have an outstanding reputation in our field. We are currently working on a number of documentary ideas in addition to our education output.</p>
<b>SIZE OF THE COMPANY (EMPLOYEES)</b>	<p>There are generally 2 people in the office but the team expands to 4 or 5 depending on the project we are working on. We work with a large number of freelancers.</p>
<b>NUMBER OF PEOPLE AT THE DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLACE</b>	<p>There are generally 2 people in the office but the team expands to 4 or 5 depending on the project we are working on. We work with a large number of freelancers.</p> <p>We share a floor with other creative companies and young people working here so although the company is small there is the opportunity to make friends.</p>
<b>MAIN ACTIVITY OF THE COMPANY/INSTITUTION</b>	<p>We work mainly within the education sector. We produce television programmes, video pieces and audio recordings for publishers. The company was set up 27 years ago and we have an outstanding reputation in our field. We are currently working on a number of documentary ideas in addition to our education output.</p>



<b>A BRIEF EXPLANATION OF MAIN PROJECTS</b>	Audio for language teaching. Video for language teaching and other educational needs Television programmes for educational purposes Documentaries.
<b>PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?</b>	This will be our 8 <sup>th</sup> year of collaboration.
<b>OTHER COMMENTARIES</b>	