

## APPLICATION FORM 1

### APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2021-2022 – INTERNSHIP INFORMATION

CORPORATIVE INFORMATION			
Name of the company		Footstep Productions Ltd	
Contact Person		Colette Thomson	Email:
Location	Country	UK	
	City	London	
	Address	8 Denmark Street, London WC2H 0BJ	
Sector		Media Production	

PROPOSED INTERNSHIP INFORMATION			
Number of trainees to host		1	
Extension time (extra months and salary) OPTIONAL  SEE DOCUMENT: "FORM 2_Global Training 2021 extension preliminary agreement"	Extra months	6	
	Monthly payment for extra months (between 0-1500€/month)	1500 euros or the London Living wage whichever is higher at the time.	

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 working across all areas of production and the running of a small production company. They will have direct involvement with audio recording, tv and video filming, editing and production process.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Requested profile(s) information (Studies, previous experience, language skills, other skills...)	Ideally an audiovisual graduate familiar with filming and editing. Ability to use Adobe Premier or similar editing package. B1+ or higher level in English would be beneficial. They should be enthusiastic about working in a different country and prepared to work on their own initiative. The successful candidate should also be open to learning about the day to day running of a small production company from the ground up.
Other commentaries	<u>Any additional languages are really useful!</u>

### INFORMATION ABOUT THE COMPANY/INSTITUTION

<b>LOGO</b>	
<b>WEBSITE</b>	www.footstep-productions.com
<b>INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/ISTITUTION IS LOCATED</b>  (General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...)	We are based in the centre of London. Accomodation is expensive but we will put you in touch with previous interns to help point you in the right direction. We are surrounded by a number of metro stations and bus routes.
<b>GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION</b>	We are currently celebrating 30 years producing educational programmes and specialize in language programmes. Footstep Productions produces everything from drama to documentary style formats as well as a lot of audio material for publishers.
<b>SIZE OF THE COMPANY (EMPLOYEES)</b>	2 people with a core team of freelancers depending on the project.
<b>NUMBER OF PEOPLE AT THE DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLAKE</b>	2
<b>MAIN ACTIVITY OF THE COMPANY/INSTITUTION</b>	Media production
<b>A BRIEF EXPLANATION OF MAIN PROJECTS</b>	We are currently working on a number of audio projects and a German phonics video project. Our filming has been limited by Covid but we hope normal activity will be resumed next year.
<b>PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?</b>	Yes – we have been taking part since the first year of the project.

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OTHER COMMENTARIES	
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