



## **We are Global**

We think big, work hard and never stand still. It's our talented and passionate people that make us leaders in creativity and innovation and the proud home to the best media and entertainment on the planet.

We're here to make everyone's day brighter. That's everyone from our Globallers, to our audiences, every partner we work with and every community we work in. Whether we're making shows or making headlines, making everyone's day brighter is behind everything we do.

Whether we're in the studio, building a world-class Global Player app, displaying brilliant Outdoor ads, or producing fast-moving digital content, we're at our best when we're working together. It's why we show up, deliver great work and above all, it's the reason we all love to work here.

## **The role**

Creative Apprentice (18 Month Placement)

## **Overview of job**

An opportunity to work as an apprentice within Global's award winning creative team of audio specialists.

Based in our London office, you will gain an insight into the work of this busy team across three different disciplines: creative project management, creative copywriting for audio commercials and commercial audio production for national agencies and clients,

## **3 best things about the job**

- The opportunity to join a multi-award-winning creative team of writers and producers.
- The chance to work with huge brands, bringing to life creative concepts that excite.
- The opportunity to explore your own creativity - 'playing' with sound to push boundaries and change perceptions.

## **Why come and join Global?**

- Competitive salary
- 25 days of holiday
- Access to g:Perks Global employee benefits to include GymFlex and Season Ticket Loan
- Level 3 apprenticeship qualification
- Access to a network of media industry experts



## Responsibilities of the role

### **Creative Project management:**

- Assisting the Production Assistant with admin tasks such as
  - Creating Trello Cards
  - Creating & management of Purchase orders
  - MCPS (music reporting)
  - Booking studio's, meeting rooms and refreshments
  - Occasionally building keynote and Powerpoint presentations for other team members

### **Copywriting**

- Writing audio scripts in response to client briefs (with guidance from experienced writers)
- Joining in with brainstorming
- Submitting scripts for Radiocentre clearance
- Checking artist availability and budgets
- Liaising with project managers, producers, and other internal stakeholders

### **Commercial Audio Production:**

- Sourcing music and voices and sound effects
- Transcribing and editing audio
- Recording audio in studio and on location
- Editing and mixing audio
- Communicate with the internal hospitality team, ensuring refreshments are provided for clients and guests where necessary.

## Measures of success – what we are looking for in this role

- Strong administrative skills, including experience of working with Excel, Teams, Outlook and Keynote
- Meticulous attention to detail.
- Excellent organisational skills.
- An interest in writing. (Anything from newsletters, blogs or poems, or simply an enjoyment of English in school/college.)
- Someone who is naturally curious – particularly about people and cultural trends.
- A willingness to learn and be playful.
- An excellent set of ears
- A creative thinker with a demonstrable passion for sound

## Overview of the Level 3 Multi-Channel Marketer Apprenticeship



As this role is an apprenticeship, you will be studying for a qualification throughout the 18 months. The qualification you will gain at the end of this is Level 3 Multi-Channel Marketer

### **Everyone is welcome at Global**

Just like our media and entertainment platforms are for everyone, so are our workplaces. We know that we can't possibly serve our diverse audiences without first nurturing and celebrating it in our people and that's why we work hard to create an inclusive culture for everyone. We believe that diversity will set us apart, so no matter what you look like, where you come from or what your favourite radio station is, we want to hear from you.

We will always seek to make appropriate adjustments to the recruitment process and workplace to be fully inclusive to people with different needs and working styles. If you require us to make any reasonable adjustments for you or to disclose a condition, please email [recruitment@global.com](mailto:recruitment@global.com)