



Job Description

QUALITY CONTROL INTERN (Part time)

SPAIN

3-6 months / 20-25 hours a week

The quality control intern will help the quality control and post production teams to ensure the product in our platform is of excellent quality, has no errors and reflects the level of professional product the company is known for.

The ideal candidate will always represent FuturED and its ethos and professional mission.

FuturED is an online educational platform, with enormous projections for the future.

We have a great work environment; a lot of internal communication and we are focused on bringing quality education to anyone who speaks English and/or Spanish.

We seek that, in addition to editing videos, the candidate has an overall operational knowledge of social media platforms and is self-motivated, responsible, determined, focused on the objectives and willing to learn new tasks.

Direct Reports Interns will report directly to the quality control team leader

Job Description (included but not limited to)

The ideal candidate will be able to:

- Assess and correct the material sent from the post production team.
- Be timely to report issues, errors, and other problems to the team leader
- Be proactive not only identifying issues or problems but also finding solutions and creating alternative options if required to ensure the final product is of top quality
- Edit videos of courses and/or masterclasses held by FuturED: starting/ending plates, watermarks, titles, subtitles, and captioning in English and/or Spanish as needed
- Work together with the post production team on technical needs
- Create promotional material if required
- Knowledge and competency with Google Analytics

Person Specifications

- All candidates must be current students at a recognized national or international university
- At least 1-2 years in the use of video editing tools, social media platforms and varied communications strategies
- Proactive attitude at all times
- Extreme attention to detail both in Spanish and English while correcting written pieces of information
- Flexibility with demanding work schedules
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Language skills that allow detection of errors and ability to identify and provide solutions in house
- Ability to read, understand and speak Spanish and English (intermediate to advanced level)

Desirable

- Knowledge of Canva
- Knowledge/competency with Photoshop
- Intermediate/advanced knowledge of French will be an advantage.
- Make sure all internal processes are working in place to ensure a top-quality final product
- Report and resolve errors, typos, technical deficiencies in a timely manner to ensure the top-quality product is accessible at all times
- Be able to anticipate, prevent failures or technical issues in the post production process
- Be proactive in resolving issues and take a leadership role if needed to ensure the flow of information is not hindered.
- Be familiar and willing to work with captioning systems and audio-visual technology as required
- Plan ahead, be timely with deadlines and stay active in a fast moving and always changing environment
- Knowledge of application of images and content based on copyright.