LEADERSHIP OFFICE STAFF

Dreamframe Studio Production Assistant

Norisha Foundation | We are certified | Dreamframe Studio

Work arrangement: Hybrid; filming, recording and equipment operation on-site in Nairobi

Reporting: Dreamframe Studio Production Lead

Applicable office(s): Founder home office

Funding and activation conditions

Enrolment records interest only. Progression, activation, placement and starting work depend on confirmed funding, approved staffing budgets, strategic priorities, resource planning and deployment readiness. Dates are planning targets, not guaranteed employment.

Purpose and scope

Support produce high-quality photography, recorded video and audio for Dreamframe Studio and authorised Norisha projects.

Responsibilities

1. Prepare and execute assigned production tasks under the Lead’s review; do not approve your own final release or change system permissions.

2. Plan shoots, recording sessions, lighting, shot lists, interview permissions and equipment bookings.

3. Capture clear landscape and vertical footage, photographs and clean audio suited to the approved brief.

4. Edit with appropriate pacing, readable captions and the requested platform dimensions; show key imagery from the start where briefed.

5. Maintain consent, releases, media-rights records, backups and restricted asset handovers.

6. Coordinate the miniature-city workspace, animation, plotter and 3D teams for planned productions without making unsupported claims about the facility’s readiness.

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Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in film production, audiovisual production, digital media, communications or a closely related field; a relevant master's degree is desirable. A verifiable portfolio and practical competence in the advertised work are essential. Minimum 5 years of relevant, progressively responsible experience, supported by verifiable work and references.

Portfolio and evidence

Provide photography, one landscape video, one vertical video and an audio/editing example. Identify your contribution, permissions and the equipment used.

Selection assessment

Demonstrate a brief capture/edit workflow, explain audio cleanup and deliver an appropriately framed sample using existing portfolio or a short supervised exercise.

Expected delivery

Approved production plan, labelled original media, editable timelines, platform-ready exports and consent/rights records.

Enrol first and submit the full application

Enrol at www.norisha.org/registration/careers and save your reference. Send a cover letter, CV, relevant academic/professional certificates, permitted portfolio links and two referees with permission to mark@norisha.org. Subject: NORISHA LEADERSHIP OFFICE | reference | office | role | preferred location. Prefer PDF attachments below 10 MB total. Do not submit passwords, ID/passport copies, KRA PINs, SHA, bank or medical information at this stage. No recruitment fee.

Rolling review and final selection

Closing: 30 November 2026, 23:59 EAT. Missing information receives correction guidance; an unsuccessful decision includes specific reasons. Suitable applications stay in a confidential consideration pool without an early passed message. Final comparison takes place after closing; up to ten suitable candidates per role family may be retained if enough qualify. Other work requires a defined role, candidate agreement and separate written terms.

Appointment, authenticity and privacy

Target: each applicant receives an outcome or outstanding-check status by the morning of 1 December 2026. Cleared appointees receive their role, duty station, reporting contact and written start instructions before deployment. Planned start: 1 December 2026 for cleared appointees with written offers. Salary in KES, contract, duty station, equipment and remote-work terms are agreed in writing. Only genuine, verifiable credentials are accepted. Authorised reviewers handle application data; unsuccessful records are reviewed for deletion six months after closing unless retention is required. Contact mark@norisha.org for correction or assistance. Initial enrolment is not appointment.