

## Candidate Information

<b>Position:</b>	Video Production Assistant
<b>School/Department:</b>	Marketing and Communications
<b>Reference:</b>	19/107960
<b>Closing Date:</b>	Monday 25 November 2019
<b>Salary:</b>	£18,342 to £21,236 per annum
<b>Anticipated Interview Date:</b>	Friday 6 December 2019

### **JOB PURPOSE:**

To provide support in the production of video content within Strategic Marketing and Communications, as part of an agile, pragmatic and creative video team. Video production in the department covers the entire university's infinitely varied activities, serving the needs of domestic and international recruitment, corporate communications and research and enterprise. The role will be as part of the wider SMC team (graphic and web designers, copywriters, social media specialists) and will contribute to wider integrated marketing campaigns.

### **MAJOR DUTIES:**

1. Provide administrative support in the pre-production of video content as per clear brief, including contacting interviewees, scheduling, booking rooms and managing consent.
2. Assist in the post-production of video content as per clear brief – first assemblies, rough cuts, b-roll sequences; updates to previously created edits.
3. Provide assistance in the production of video content; preparation for shoots; assisting on shoots with camera operation, audio recording and lighting.
4. Maintain local file systems and digital asset management systems - ingesting media, backup systems, software updates and security and ensure access to the wider 'studio' team.
5. Maintain accurate records of digital platforms used for visual content e.g. Vimeo, YouTube.
6. Carry out maintenance of equipment and supplies following established procedures and schedules.
7. Provide technical assistance and demonstrate techniques to staff as and when required.
8. Comply with Health and Safety procedures affecting self and others.
9. Contribute to the development of the service and take action to improve standards where needed.
10. Provide support for key recruitment activities organised by Strategic Marketing and Communications.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

### **Planning and Organising:**

1. Carry out a range of standard production tasks, working within established procedures.
2. Monitor and handle routine queries and requests for video projects, including all appropriate information.
3. May prioritise duties within own work schedule, but refer to Supervisor for prioritising and scheduling of non-standard work.

### **Resource Management Responsibilities:**

1. Ensure the routine maintenance of equipment and file systems.
2. Provide some staff support and guidance through recommendations of technique and equipment.

### **Internal and External Relationships:**

1. Daily contact with Supervisor, work colleagues, University staff and students.
2. Some liaison with external consultants.

### **ESSENTIAL CRITERIA:**

1. \*Academic or vocational qualifications (e.g. at least 5 GCSEs grade A-C, City and Guilds level 2/ NVQ 2 or equivalent in a relevant subject).
2. \*A minimum of 1 year's recent relevant experience to include:
  - Experience of providing administrative support in a team environment
  - Experience of working in a video production environment
  - Experience of assisting in the production of video content
  - Experience of assisting in the post-production of video content
  - Experience of maintaining file systems incorporating large media
3. Knowledge of video (DSLR), lighting and sound equipment setup and capture.
4. Knowledge and experience in relevant computer hardware and software: Adobe Premiere Pro; footage transfer and logging; media storage and backup.
5. Understanding of relevant regulations and procedures including Health and Safety requirements.
6. Good administrative skills and a methodical approach to handling tasks and meeting deadlines.
7. Ability to develop and demonstrate standard video production techniques.
8. Good communication and interpersonal skills.
9. Ability to communicate effectively with staff and students where required.
10. Ability to make decisions and prioritise within own work schedule.
11. Flexible, willing to adapt to new tasks and duties.
12. Problem solving skills.
13. Good attention to detail.
14. A flexible approach to working hours to meet business needs when required.

**DESIRABLE CRITERIA:**

1. A post-secondary qualification in digital media or video production.
2. At least 2 years' recent relevant experience in a video production environment which produces video content for digital channels.
3. Experience of working in the higher education sector.
4. Knowledge of Adobe After Effects for motion graphics, and Adobe Photoshop for image manipulation and colour correction.
5. Knowledge of Apple OS X operating system.
6. Knowledge of Digital Asset Management systems.
7. Knowledge of technological innovations in video production.
8. Ability to familiarise with new equipment quickly.
9. Enthusiastic and pro-active.
10. Ability to thrive as part of a busy team environment.