

**JOB DESCRIPTION**

**St Ives School of Painting was established in 1938 and became a registered charity in 2002.**

**Our Mission:** to enrich people’s lives by nurturing and enabling their creative spirit in inspirational spaces

**Our Values:**

**We are creative** – passionate about our mission, resourceful and innovative.

**We are courageous** –challenging ourselves and others to keep learning.

**We are caring** – we work collaboratively with a generous spirit striving to deliver quality in everything we do.

**1. Job Details**

<b>Job Title</b>	Online Course Production Manager/ Videographer
<b>Main purpose of job</b>	Manage the production and delivery of our Online Course Programme and create high quality video/digital content for it. Reporting to our Programme Manager, and supervising an assistant Videographer you will create high quality resources for our digital offer and working with our artist tutors, produce film content both in a live broadcast and pre-recorded setting.
<b>Hours</b>	22.5 hours a week including some weekends and early evenings plus overtime.
<b>Work Base</b>	Porthmeor Studios, Back Road West, St Ives, TR26 1NG
<b>Travel</b>	Minimal but occasional travel to other venues such as artist’s studios or location shoots in the landscape. Business Car Insurance is required if you use your personal car for work and the postholder is responsible for ensuring they are covered when using their personal car on business.
<b>Contract type</b>	Permanent

**2. COMMUNICATION AND WORKING RELATIONSHIPS**

- a) Responsible to: Programme Manager
- b) Line Manage: Videographer
- c) Close working relationship with Marketing Manager
- d) Liaison with: SSP staff in particular Director, Studio Manager, Office Staff, Finance Manager, Tutors and students, models, public, BSJW Trust staff, volunteers and partner organisations

**3. SPECIAL QUALITIES**

A reliable, self-motivated person with a positive attitude and resourceful nature. You are an excellent communicator, great at putting people at their ease. This means you quickly and confidently solve issues and work out what people need you to do for them. Your willingness to ‘muck in’ ensures stuff gets done. An enthusiastic problem solver you take pride in what you do. Able to work accurately and on your own initiative, you learn new skills quickly, in particular various digital platforms. You are able to communicate complex ideas well. You adapt to role changes and tasks in a busy workplace and you ensure you get the job finished to a high standard. Even under pressure you keep a sense of humour and always stay professional and friendly.

**4. KNOWLEDGE, SKILLS AND EXPERIENCE**

**You need to have:**

- A strong creative eye and flair for filmmaking
- Proficiency in video editing software, such as Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve
- An understanding of broadcasting equipment and software and a natural aptitude for technology
- Digital literacy and skills that enable you to trouble shoot software and hardware issues under pressure
- Confidence in front of a live camera as you may be introducing webinars to the public
- Strong administrative experience
- Excellent time management and organisational skills
- The ability to work out what to prioritise and move from task to task quickly
- Good written and verbal communication including the ability to communicate complex ideas
- A positive and inclusive attitude towards others, you thrive working as part of a team
- Line management experience
- An eye for detail, making you an accurate worker that takes responsibility for getting things done
- Flexible and responsive, able to quickly respond to fluctuating priorities or new opportunities

**You might also have:**

- Knowledge of online learning
- An interest in the visual arts
- Experience of working in a busy office
- Knowledge of health and safety practice

Competencies are based on our organisational values of being Caring, Creative and Courageous.

**Caring. You**

- Are confident, sensitive and calm in challenging situations
- Take time to build effective relationships with customers and colleagues.
- Are caring and compassionate
- Understand how your behaviours can be interpreted and consider the impact you have on others.
- Enjoy working as part of a team
- Are a confident and sensitive problem solver. Empathetic, personable and skilled at negotiating and resolving issues

**Creative. You**

- Are self-motivated, pro-active and able to work unsupervised using your initiative to come up with solutions to problems
- Look for opportunities to work with, learn from and share with others
- Are flexible and open to change
- Regularly look to improve the way you do things

**Courageous. You**

- Listen attentively, question thoughtfully, challenge openly and encourage others to do the same
- Challenge ineffectiveness and remove obstacles to enable yourself and others to succeed
- Learn from failure and honest feedback without being discouraged

## 5. DUTIES AND RESPONSIBILITIES

- Video Production: Conceptualise, plan, and execute video shoots, including pre-production, production, and post-production phases.
  - Videography: Capture high-quality footage using professional camera equipment, ensuring technical excellence in composition, lighting, and sound.
  - Post-production & output: Edit and produce final content in a variety of platform formats in line with the brand guidelines and marketing content plan.
1. Work with the Programme Manager and local artists to create high quality content and resources for our digital learning offer.
  2. Set up and operate live streaming technology and other equipment used to broadcast and record webinars/courses.
  3. Perform confidently in front of a live camera when introducing webinars to the public. *(It is a requirement of this role that broadcasting staff will be recorded during live broadcasts. These recordings form part of the school's archive of courses to be sold to students via the website)*
  4. Control audio equipment to regulate volume level and quality of sound during broadcasts. Control cameras to ensure picture quality.
  5. Support artists, putting them at ease before and during broadcasts whilst ensuring student expectations are met.
  6. Minimise loss of service if equipment fails by quickly identifying and implementing solutions.
  7. Co-ordinate the filming and manage the production of on-line courses to include liaising with artists, discussing content plans and general admin such as uploading course videos to the online learning platform
  8. Ensure the structure of the design and delivery of the course is well balanced and fits the school's course design specification
  9. Managing video content for the school, make sure footage is backed up regularly, and keep on top of deletion of old recordings in line with our retention policy.

10. Supervise and train as appropriate an assistant Videographer
11. Define and share best practice for film making within the digital team to ensure a consistent visual style.
12. Respond to internal briefs and take responsibility for project delivery.
13. Research tutors/artists and techniques related to film making projects.
14. Assess viability of filming locations and obtain permissions where appropriate.
15. Stay up-to-date with the latest trends and best practices in photo / videography, editing software, and equipment, continually refining skills and knowledge.
16. Undertake any other tasks required to ensure the school runs smoothly.

#### **6. OBLIGATIONS**

- a. This job description is subject to the Terms and Conditions of service of the Charity.
- b. This job description is subject to the Policies and Procedures of the Charity and all staff are required to acquaint themselves with those applicable to this post.
- c. Under the Health & Safety at Work Act 1974, the Charity has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation.
- d. You will be required to comply with Data Protection legislation and policies and procedures.
- e. This job description will be subject to annual review and amended to meet the changing needs of the Charity
- f. This job description is subject to the Terms and Conditions of Service of the Charity.