

**JOB DESCRIPTION**

**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>	Videographer
<b>Main purpose of job</b>	Support the Digital Production Manager to develop and deliver our digital learning offer. Capture and produce high quality videos and photographs for promotional use to advertise our art courses in the studio and online.
<b>Hours</b>	15 hours a week to be worked flexibly including, weekends and some 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 other private art studios. 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: Digital Production Manager
- b) Liaison with: SSP staff in particular Marketing Manager, Studio Manager, Programme Manager, Audio Visual Technician, tutors, students, models, public, BSIW 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 have an ability 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 stress 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.
- An interest in developing video content for social media and other marketing channels.
- Ability to learn about broadcasting and editing equipment and software. You will receive full training on the specialist equipment and software but a natural aptitude for technology and knowledge of Windows 10 operating system is essential.
- 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 will be introducing webinars to the public and assisting in delivery of onboarding technical support to students during live broadcasts. These live broadcasts will be recorded and these recordings will form part of the school’s archive of courses to be sold to students via the website.
- 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.
- An eye for detail, making you an accurate worker that takes responsibility for getting things done.

**You might also have:**

Knowledge of online learning

Experience of creating films for advertising/marketing  
An interest in the visual arts.  
Experience of working in a busy office  
Knowledge of health and safety practice  
Drone license

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**

1. Designing and producing a variety of short films for promoting our online and face to face courses.
2. Capturing and editing still photographs within the studios and on location as required.
3. Working closely with the Digital Production Manager to define and share best practice for film making within the digital team and ensuring a consistent visual style.
4. Responding to internal briefs and taking responsibility for project delivery.
5. Research into tutors/artists and techniques related to film making projects.
6. Assessing viability of filming locations and obtaining permissions where appropriate.
7. Assist in the set up and operation of live streaming technology and other equipment used to broadcast webinars and courses.
8. Assist in the delivery of high-quality content alongside the Digital Production Manager and renowned local and international artists.
9. Confidence in front of a live camera whilst introducing webinars to the public. It is a requirement of this role that broadcasting staff will be recorded during live broadcasts. These recordings will form part of the school's archive of courses to be sold to students via the website.
10. Control audio equipment to regulate volume level and quality of sound during broadcasts. Control cameras to ensure picture quality.
11. Supporting artists, putting them at ease before and during broadcasts whilst ensuring student expectations are met.
12. Minimise loss of service if equipment fails by quickly identifying and implementing solutions.
13. 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.