

<div>Job Description</div> <div>ST IVES SCHOOL OF PAINTING</div>	
Job Details	
Job Title	Videographer
Main purpose of job	Support the Digital Production Manager to develop our digital learning offer as well as produce promotional video for social media.
Pay	£18,895 FTE, £11,337 pro rata
Hours/Shift Pattern	22.5 hrs a week worked flexibly across the week depending on delivery, includes some evening and weekend work
Work Base	Porthmeor Studios, Back Road West, St Ives, Cornwall TR26 1NG. Some home working possible.
Travel	Minimal
Contract type	Permanent.
Funded Post	Part funded through Cultivator's Innovation and Inclusion Fund

The business need for this vacancy

Work in a job that is meaningful and rewarding in a beautiful location, for a friendly organization which recognizes and develops talent. At St Ives School of Painting we believe we can enrich people's lives by nurturing and enabling their creative spirit. We are a historically important painting school with big aspirations for the future.

In response to the Covid-19 pandemic and in order to bring the joy of art to our community of students during this period of lockdown and social restriction, we developed a digital programme for our adult students led by our team of artists. Our online art school started with live hour-long webinars attracting up to 500 people, we developed art courses for small groups and live figure drawing sessions. In November 2020 we won funding that enabled us to invest in professional level broadcasting equipment and software.

As a charity our universe is rapidly getting bigger as we develop the digital arm to what we do. This is an exciting time to join us. Full of possibilities and opportunities to make a difference.

www.schoolofpainting.co.uk

About Us – Mission, Culture and Values

Established in 1938, St Ives School of Painting is an inspiring art school based in the historic Porthmeor Studios in St Ives on Porthmeor Beach. We run short art courses open to everyone all year round.

Our mission is to enrich people's lives by nurturing and enabling their creative spirit in inspirational spaces.

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

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

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

Responsibilities, knowledge, skills and experience

This role consists of supporting our Digital Production Manager develop our online offer and make the most of our new broadcasting equipment. You will be part of the team focused on rapidly developing our online offer, helping us deliver high quality live sessions, on demand courses and a live streaming channel on Vimeo. You will use your filmmaking and video editing skills to get content ready for social media and create polished products for us to sell. You will support the Producer in running live sessions using our software and help us improve the look of our live online sessions particularly around lighting and sound quality.

You'll have a keen digital interest, confident using professional quality broadcasting and editing equipment and software. St Ives School of Painting strives to provide a safe space in which to foster, develop and grow your skillsets so we don't expect you to be an expert in everything. You will get training in the particular software we use. You will however need to bring with you a confidence with broadcasting set ups, a flair for creative video making and an ability to adapt the knowledge you already have. We actively encourage applications from Black, Asian and minority ethnic candidates and those who are currently under represented in the visual arts. We recognise the importance of doing more to combat structural inequalities.

Day to day you will:

- work alongside the Digital Production Manager on our online programme to improve our production values
- work with the rest of the team to assist with online marketing of the programme by producing video content for social media and the website.
- support the live sessions using our broadcasting equipment and software on Zoom, You Tube and Vimeo
- adhere to St Ives School of Painting's Safeguarding, GDPR, Health and Safety and Online Safety policies.

You have:

- A confidence in using professional broadcasting equipment and software
- A flair for film making
- An interest in producing video content for social media
- An ability to organise yourself and deliver quality work at a fast pace.
- Strong IT skills on the usual Microsoft Office programmes and the ability to embrace other platforms.

Competencies: 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

Communication and working relationships

a) Responsible to: Digital Production Manager

b) Liaison with: SSP staff, tutors, students, public, BSJW Trust staff, volunteers and partner organisations.

Obligations

1. This job description is subject to the Terms and Conditions of service of the Charity.
2. 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.
3. 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.
4. You will be required to comply with Data Protection legislation and policies and procedures.
5. If applicable, we will undertake an enhanced Disclosure Barring Service check.
6. This job description will be subject to annual review and amended to meet the changing needs of the Charity



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