

Videographer/Editor

Job Description and Person Specification



OVERVIEW

Moorland Private School are looking for a Videographer and Editor to join our growing in-house marketing and media team. The candidate will work directly with the Media Manager to create, plan and film video content for the school and its two academies, ballet and football. As an extremely active role within the admissions and promotion of the school, the candidate will be responsible for bringing our marketing vision to life across social channels and websites. With a broad range of expectations, a passion and understanding for a variety of mediums is a must. As part of a team, you will be responsible for documenting day-to-day activities within the school, as well as producing a suite of promotional content to support ongoing marketing and admissions processes. Ultimately, as part of a marketing team, the candidate will be collectively responsible for inbound enquires and ensuring student intake increases year upon year.

PRINCIPAL ACCOUNTABILITIES

- Interacting with teaching staff respectfully developing productive working relationships to minimise conflict and maximise rapport whilst managing expectations across a variety of individual areas of the business.
- Supporting media and marketing in the documentation of ongoing day-to-day events as well as special partnerships and occasions.
- Capture of film on set and a variety of locations - based on the requirement.
- Edit footage in post-production for websites, YouTube and growing social media channels. YouTube channel experience required.
- Preparing background film (B-Roll) content for social channels and videos.
- Necessary direction in Hardware requirement for the applicant to have all essential equipment on-site every day to action requirements.

PERSON SPECIFICATION

Essential Skills

- Creative thinker with plenty of ideas, willingness to experiment, and the drive to see ideas to implementation.
- Confident in front of people, ability to control small groups of participants (adult & children) to ensure desired plans and capture is achieved.
- Extensive experience shooting video, capturing audio and experience of sports or arts motion capture would be preferred.
- Excellent working knowledge of Adobe Suite – extensive knowledge of editing in Premiere Pro and motion graphics within After Effects are a must.
- Working as part of a larger team to ensure that collectively all goals and targets are achievable, and deadlines are met with the desired outcomes.
- A Drone license would be desirable but not essential.
- Working knowledge of video content distribution through social channels and advertising would also be advantageous.

General

- To work towards and support the School's vision and objectives.

- To work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Undertake other reasonable duties related to the job purpose as required from time to time.
- You will be expected to fulfil any reasonable request made by the Head Teacher, Assistant Headteachers, Boarding Manager or Admissions Manager.
- All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Safeguarding Lead.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

ADDITIONAL INFORMATION

This full-time permanent position

The hours are Monday to Friday, 09.00 to 17.00.

Outstanding lunches are provided during term time only and are free of charge.

AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.