

## Assistant Video Producer

<b>Job Reference:</b>	A2A-2480
<b>Department:</b>	Communications
<b>Grade/ Salary:</b>	Grade 3, £24,079 - £26,577
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	35 per week (Full time)
<b>Location:</b>	New Cross, London

Closing date for applications: 20 June 2019

Interviews: 5 July 2019

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.



Passionate about advancing equality  
and celebrating diversity.  
Together, we are different



Together  
we are different

## Department of Communications

The Communications Team plays a central role in telling the Goldsmiths story to our key audiences. Our Communications Strategy is aligned to four institutional objectives (a distinctive academic portfolio and approach to teaching and learning; research engaged in real world problems; promoting Goldsmiths as a cultural hub; preparing students for the future job market).

The team covers Internal Communications (staff), Media Relations, Brand (including design), Campaigns and Digital (website, video and social media). Staff are encouraged to be ambitious, committed to the learning and development of themselves and others, keen to work across conventional boundaries, and driven by the desire to play their part in the delivery of an excellent student, staff and external audience experience.

### Job description

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Reporting to: Visual Content Editor

#### Summary:

This is an ideal opportunity for a recent graduate to get hands-on experience in the digital section of a modern in-house communications team. You will also receive on-the-job training, development and coaching to guide you towards a career in film making.

You will join a dynamic and enthusiastic team which is truly at the heart of College life, playing a vital role in communicating Goldsmiths' key messages and successes to a variety of audiences and particularly to prospective students.

You will already be a film maker who has shot and edited your own videos and enjoys the production management side of arranging shoots (finding contributors and locations, booking everything in). You will be a regular user of a range of digital technology and a champion for new and emerging multimedia platforms with which to engage key audiences. You will have experience with stills photography and be comfortable using a DSLR.

To succeed in the role, you'll be just as motivated about contributing to the everyday running of the office as you are about the creative projects you'll be involved with.

Given the sensitive nature of some aspects of our work, the ability to act with discretion is essential.

**Main duties:**

- Meeting with people involved with the proposed film subject to scope out the creative idea and ensure there is a promotional/distribution plan for it
- Finding and casting contributors and booking them in for shoots
- Finding locations, assessing their suitability for filming and booking them
- Filming (video and sound) either as first or second camera
- Editing video and reformatting for different platforms
- Managing feedback and delivery, including uploading to different platforms
- Act as the team's first point of contact for general enquiries about video
- Uploading a variety of content (text, media, imagery, video) to the Goldsmiths platforms as part of our campaigns
- Assisting on photoshoots on and off campus
- Assist with monitoring and evaluation of performance, including analytics and social media reporting tools
- Under supervision from team members, you will confidently handle enquiries from both internal and external sources by phone and email
- Support the wider work of the section through attendance at communications, PR, marketing and recruitment events and attendance at College Open Days
- Undertake administrative duties for the team as directed by the head of section and supervised by appropriate team members, which could include coordinating mailshots and making arrangements for meetings
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

## Person Specification

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Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria. The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form      C = Certificate**  
**I = Interview              R = Reference**  
**T = Test / P = Presentation**

	Category
<b>Essential Criteria 1 - Qualifications</b>	
A bachelors degree or equivalent	A, C
<b>Desirable Criteria 1 - Qualifications</b>	
A degree in a relevant subject area	A, C
<b>Essential Criteria 2 - Experience</b>	
Experience of setting up video shoots	A, I
Experience of filming and editing video for external consumption	A, I, T
Experience of interviewing people	A, I, T
Experience of taking stills photos	A, I
<b>Desirable Criteria 2 - Experience</b>	
Experience of working in an office environment	A, I
Experience of social media, either personal accounts or managing an external account	A, I
<b>Essential Criteria 3 - Knowledge</b>	
Understanding of trends and innovations in digital communications	A, I
An understanding of Goldsmiths' offer to prospective students	A, I

<b>Desirable Criteria 3 - Knowledge</b>	
Knowledge of the UK's media landscape and media consumed by key target audiences, particularly prospective students	A, I
<b>Essential Criteria 4 - Skills</b>	
Ability to film using DSL cameras, light locations and record sound	A, I, T
<b>Essential Criteria 5 - Skills</b>	
Ability to use film editing software eg Adobe Premiere	A, I
Ability to use photo editing software eg Photoshop	A, I
Experience of uploading and optimising for video platforms and analysing analytics	A, I
<b>Essential Criteria 6 - Skills</b>	
Ability to handle sensitive information in a diplomatic manner	A, I
Excellent interpersonal skills	A, I, R
Excellent organisation and planning skills	A, I
Excellent communication skills including written and oral skills	A, I
A high level of attention to detail	A, I, R, T
Ability to plan and organise own workload and work to tight deadlines	A, I, R
<b>Essential Criteria 7 - Aptitude</b>	
A commitment to professionalism and the delivery of high service and client satisfaction levels, both internally and externally	A, I
Well presented, a self-starter with high levels of personal self-motivation and stamina, have a flexible approach to work and be receptive to change	A, I, T
An interest and enthusiasm for digital communications	A, I
The ability to work independently and as a committed team member, working on own initiative	A, I
<b>Desirable Criteria 4 - Aptitude</b>	
A proven ability to deal with a varied workload, including the ability to organise your own workload, prioritising a variety of tasks while working under pressure and to strict deadlines.	A, I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.**

For more information about the role, please contact Liron Zisser, e-mail [zisser@gold.ac.uk](mailto:zisser@gold.ac.uk).

## Summary of Benefits

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If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Generous annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

## Further information

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about).

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk), or visit [www.gold.ac.uk/hr](http://www.gold.ac.uk/hr).

***Thank you for your interest in working with us, we wish you all the best with your application.***