

Job Title:	Video and Multimedia Producer
Date:	February 2025
Accountable to:	Senior Digital Manager
Accountable for:	Freelance Video Producers
Location:	Albemarle St, London, W1S. Hybrid working.
Contract type:	Permanent full time, 35 hours a week or part-time 28 hours per week - flexible work patterns considered (some weekend working is required)
Salary:	£31,000 – £33,000 per annum Full time (pro-rata for part-time hours)

Job Purpose

Production of Ri video and multimedia content from creative concept to final product. Bringing science to life for audiences across the globe, producing in-house original content videos and audio for digital and social platforms, to support the science engagement work of the Ri.

Main responsibilities of the role

- Produce, shoot and edit engaging and scientifically accurate audience-focussed video and audio content for digital and social platforms, to grow and develop our online audiences and the Ri brand.
- Edit livestreamed and filmed public Theatre events ensuring they are ready for timely YouTube release to a high standard.
- Support the management, analysis and growth of our YouTube channel, and social media channels.
- Coordinate with the in-house A/V team in managing production schedules for filming of live public events. Relationship management with in-house AV team and freelance contractors to ensure high quality output.
- Manage video production schedules and planning (researching, fact-checking, script writing, copyright clearances etc).
- Supervise freelance contractors, crews, producers and interns and additional creative staff.
- Coordinate the procurement, inventory and management of video and audio equipment, liaising with the AV team to ensure this kit is well maintained
- Deploy best practice digital production workflow and digital asset management.
- Share expertise, emerging trends, and best practice, along with audience insights across the Ri to enhance the creative process and grow audience engagement

General responsibilities applicable to all employees

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues.
- Help achieve EDIA goals across the organisation and promote diversity and inclusion at the Ri
- Act as an Ri representative and deal with customers, stakeholders and public in a professional manner

- Comply with Ri financial and other policies and practices as applicable including Health and Safety, Safeguarding and GDPR.
- Undertake other responsibilities as may be reasonably requested of your post.

Skills, experience and knowledge	
Essential (E) Desirable (D)	
• Experience producing high-quality video and audio content, including technical command of cameras, lenses, lights and sound equipment.	E
• Proficiency in a range of video and audio editing software, specifically Adobe Creative Cloud video. Professional experience of using Adobe Premiere Pro.	E
• Experience of managing busy production schedules	E
• Experience producing basic motion graphics and/or animation	E
• Ability to communicate effectively with internal and external contacts and colleagues	E
• Passion for digital video production and knowledge of current trends	E
• Experience producing and editing videos conveying complex concepts in a creative, effective, and user-centred way (preferably science subjects). Storytelling skills.	D
• Knowledge and experience of producing and optimising video and audio content for different social media platforms	D
• Experience of conducting detailed research around specific subject areas to develop scripts and content material.	D
• Experience of filming on location	D
• Experience of filming live events	D
• Experience of running livestreamed events, including filming, using video mixers and using livestream software	D
• Experience of impact evaluation of content / audience research	D
• Experience of managing freelancers and third-party supplier relationships	D
Qualifications	
• Evidence of professional standard training in video filming, lighting and sound recording.	E
• GSCE or equivalent grade A to C in Maths, English language.	E
• Educated to A level or equivalent standard.	D
Personal Attributes	
• An appreciation of science and its impact on society	D
• Creative and ideas driven	E
• Strong attention to detail	E
• Ability to work on your own initiative	E
• Ability to work effectively as part of a team	E
• Willingness to learn new skills	E
• Ability to work in a changing and flexible organisation	E

Notes:

The work may involve working weekday evenings and weekend evenings until approx. 10.00pm. Occasional weekend daytime working will also be required. Time off in lieu (TOIL) can be claimed for all evenings and any daytime weekend working.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.