

Job title **Video Editor & Studio Technician (18 month contract)**

Reports to **Director of Communications**

Job purpose

The Video Editor & Studio Technician will play a key role in the post-production and technical delivery of video and livestreamed content at Eton College. Working closely with the Digital Content Producer, they will edit and prepare video content for internal and external audiences, help establish and maintain the creative studio, provide support to boy-led training, as well as operational support during live and recorded productions.

Key tasks and responsibilities

- Edit high-quality video content for marketing, promotional, and livestream/broadcast. Considerable experience editing both short, fast turnaround videos as well as longer documentary content;
- Knowledge and experience of picture grading and sound mixing;
- Assist in the setting up and running of live events, webinars, and recordings using ATEM, VMIX and zoom. Manage content on Planet E-Stream and school website;
- Manage a PA system and set up for a variety of functions across the School;
- Prepare and maintain studio equipment, ensuring it remains functional, inventoried, and updated;
- Experience creating digital graphics and title cards, ideally with experience building motion graphics;
- Record and edit audio content, including podcasts, using Logic Pro X or equivalent;
- Work with the Communications team, support students and staff in studio use and content creation, offering training and guidance where required;
- Support the development of and operation of Eton's creative studio, including lighting, sound, cameras, and staffing the studio for use by boys;
- Ensure all work meets Eton's Safeguarding, Data Protection, and brand guidelines.
- Ensure all video content complies with copyright, licensing, and intellectual property laws, including music, stock footage, images, graphics, and other media
- Advise the team on copyright-safe alternatives, such as royalty-free or original content, and integrate them where necessary.
- Ensure all final outputs are cleared for publication across internal and external channels.

Last Updated: December 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.

Skills and competencies required

To be successful in this role, you will need:

- Demonstrable experience in video editing across a range of channels and formats;
- Demonstrable proficiency with post-production software, ideally Davinci Resolve;
- Experience with Live Streaming platforms, both fixed PTZ systems and multi-camera studio and outside broadcast;
- In-depth operational knowledge of both Sony and Blackmagic cameras, sound, and lighting;
- Knowledge of podcasting studios and software;
- Considerable technical and engineering knowledge. Able to set up both SDI and HDMI-based multi-camera rigs, ideally Blackmagic ATEM systems with the ability to troubleshoot under pressure;
- Knowledge of cloud-based workflows, media management, and sharing systems;
- Excellent attention to detail and delivery of high-quality projects to briefs;
- Familiarity with social media trends and digital content best practices;
- Knowledge of copyright, licensing, and appropriate use of music, stock footage, images, graphics and other media.
- Ability to lift and carry cameras and production equipment around a large campus;
- A portfolio / showreel of relevant content.

You may enjoy this role if you:

- Have the ability to work independently and manage multiple projects on tight deadlines;
- Are a team player with a flexible, proactive, and collaborative approach.
- Willing to work some evenings and weekends.

Working pattern

- You will be required to work **46 hours per week, term time only** in line with state school term dates.
- Hours of work will need to be flexible as evening and weekend work will be required to cover the key events of the School.

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Disclosure checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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