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| **Job Title** | Digital Content Producer |
| **Reports to** | Head of Communications |

**Job Purpose**

Eton College is a school that puts good communication at the heart of operations. The College aims to provide an excellent service to its pupils, and to a wider community of parents, Old Etonians and the general public, with technological innovations making it increasingly possible to share on-site events with a wide audience.

The Digital Content Producer will run the College’s broadcast operations and in so doing will plan and create high quality moving image content during term-time. This includes management and operation of Eton’s creative studio and School Hall. Having been recently refurbished, School Hall is a state-of-the-art auditorium and leading international performance space that will be used to live-stream concerts and other showcase performances. The Digital Content Producer will also be responsible for location filming around the College, as well as the delivery of outdoor sports broadcasts and live-streamed events from other College venues.

**Key Tasks and Responsibilities**

* The opportunity to collaborate with an imaginative, creative team to craft a professional programme of high quality moving image content for one of the world's most famous schools
* To plan professional and engaging moving image content that aligns with Eton’s brand
* To film and edit high quality moving image content, often on location around the College site
* To manage and operate our creative studio
* To manage and operate A/V technology in School Hall, chiefly live-streaming and the sound system
* To operate live-streaming equipment in other venues on site
* To liaise with the IT Director when new requirements are presented from stakeholders to ensure a joined up and fully supported approach to all communications and broadcasts
* To be responsible for maintaining and keeping up to date all the College’s live-streaming, location filming and studio equipment, and to manage the annual replacement schedule
* To be responsible for the storage, security, permissions and retention policies applying to all content created within the role
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality

Tasks with respect to management of the creative studio

* To prepare and operate the studio for pre-recorded and live events, including operation of the greenscreen, studio lighting, BlackMagic camera, PTZ cameras with IP controller and live multi-camera editing in VMIX
* To record and edit podcasts using Logic Pro X
* To manage the studio booking system, including liaising with all presenters and guests
* To schedule webinars and similar live-streamed events using Zoom and Planet eStream
* To ensure all equipment is in good working order, inventoried and accessible
* To create digital assets for productions (e.g. title card graphics in Adobe Photoshop)
* To use online streaming software for live distribution, e.g. Zoom webinars
* To use software for post-production editing, e.g. Adobe Premiere Pro
* To upload and catalogue video content using Planet eStream
* To distribute content using Planet eStream, internal portals and the external website’s CMS

Tasks in relation to livestreaming events:

* Be responsible for all technical aspects of live-streaming events (e.g. School Hall, Farrer Theatre) and some sports fixtures, including all necessary preparation in advance of productions
* Effectively manage all related equipment
* Liaise with IT Support to ensure back-end support for live streams using Planet eStream
* When students are operating equipment, support them with appropriate training and/or supervision
* Technical support (remotely, on location and in the studio), as well as setting up equipment if required

Development of Eton’s on-site AV facilities and services

* Ensure A/V equipment is suitable for meeting the needs of the College
* Help Eton innovate and expand its provision for live-streaming
* Liaise with external companies (e.g. manufacturers, suppliers)
* Share in and contribute to Eton’s creative vision and ambition

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* The ability to project manage multiple concurrent productions from conception to completion
* Significant demonstrable industry experience
* Level 4 or higher qualification in visual arts/media or related subject or equivalent professional experience
* Experience with digital moving image cameras and studio lighting
* Experience editing with Adobe Premier Pro and Adobe Photoshop (or similar)
* Experience recording and editing audio in Logic Pro X (or similar)
* Experience of maintaining relevant equipment
* Experience of using digital distribution platforms
* Knowledge of Health and Safety legislation
* Knowledge of Microsoft Office applications
* Fantastic communication skills, confidence, creativity and energy
* A flexible approach, with the ability to work to tight deadlines and function well under pressure
* Excellent organisation and collaboration skills
* A supportive manner when training boys in the use of equipment
* The ability to think strategically and measure the effectiveness of strategies
* The ability to maintain a professional manner when representing Eton College internally (e.g. when working with students/staff) and externally (e.g. when working when external contractors/suppliers)

**Working Pattern**

* You are entitled to 21 days holiday which can be taken throughout state school holiday periods.
* This role is 37.5 hours per week, over up to six days per week. Weekend and weekday evenings are required when there are events to be filmed or streamed. Time is given in lieu for any hours or days worked over the contracted hours. (Further details about the proposed working pattern will be discussed at interview stage.)

**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.**