|  |  |
| --- | --- |
| Last updated: | 08/09/2015 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Video Producer** | | |
| Academic Unit/Service: | Mission Employable | | |
| Faculty: | Humanities | | |
| Career Pathway: | Management, Specialist and Administrative | Level: | 2b -unpaid |
| Posts responsible to: | Dr Eleanor Quince/Charlotte Medland | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based/ (Avenue Campus) | | |

|  |
| --- |
| Job purpose |
| Mission Employable is offering an exciting new opportunity for a creative Humanities’ student to become the team’s video producer. The role will require you to produce a variety of innovative and creative short videos to promote the Mission Employable ethos and boost our engagement with current and prospective students on social media. You will be in charge of managing the Mission Employable YouTube Channel, regularly updating it to reflect our fast-growing initiative.  You should be confident to both capture and edit material you film, using a range of software packages. You’ll need to possess both excellent interpersonal and teamwork skills, as well as time management skills in order to excel within this diverse position. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Audio Visual Production: including the creation of:  •Short videos of student led events – alumni panels, employer panels.  •Student life videos – working with the peer mentoring co-ordinator to create a series of welcome and student life videos to support new students when they arrive.  •Videos promoting the different opportunities that can be found at Southampton which can enhance a student’s employment prospects. | 60% |
|  | Managing the YouTube channel alongside the Employability Co-ordinator. | 20% |
|  | Work closely with the Mission Employable team to set-up guidelines for how we can regularly create videos to promote the ME ethos. This will include generating creative ideas for new content that will suit our YouTube channel. | 10% |
|  | Work with the Employability Co-ordinator and the Mission Employable team to showcase these videos around our social media channels and website. | 5% |
|  | Ensure that all work contributes to the Mission Employable brand. | 5% |

| Internal and external relationships |
| --- |
| You will work closely with the other members of the Mission Employable team, including the Director of Employability, Employability Co-ordinator, Peer Mentoring Co-ordinator, Educational Development Co-ordinators and the Humanities’ Enterprise Champion.  You will also work with our partners in the Careers and Employability Service team as well as the Humanities’ Marketing team. |

| Special Requirements |
| --- |
|  |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience  •Student from the University of Southampton  •Student within the Faculty of Humanities  •Camera skills at a level to correctly shoot digital video with good working knowledge of filming techniques and audio requirements  •Non-linear editing skills and experience of software including Final Cut Pro or Adobe Premiere Pro  •Experience of the principles of Mission Employable  •Experience of managing a creative channel (e.g. blog/ YouTube channel)  •Experience of working within a brand and delivering content to emphasise brand values and principles  •Experience of producing and integrating video into marketing channels and campaigns | ✓  ✓ | ✓  ✓  ✓  ✓  ✓  ✓ | Application  Application  Application/Interview  Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview |
| Planning and organising  •Great organisational and administrative skills  •Must be highly organised, efficient and able to take projects through from beginning to end (with direction and support from Mission Employable team)  •Self-motivated and able to work independently when required  •Ability to prioritise and meet tight deadlines. Able to work independently on multiple projects and manage time and workload effectively. | ✓  ✓  ✓  ✓ |  | Application/Interview  Application/Interview  Application/Interview  Application/Interview |
| Problem solving and initiative  •Ability to analyse and solve problems by contributing positive, innovative and creative ideas. | ✓ |  | Application/Interview |
| Management and teamwork  •Excellent people skills with a helpful and supportive attitude  •Able to communicate own workload and priorities effectively to other colleagues  •Strong customer service and relationship management skills | ✓  ✓  ✓ |  | Interview  Interview  Application/Interview |
| Communicating and influencing  •High level of competence in both written and spoken English  •Proactive and inquisitive nature  •Able to make creative suggestions about ways to communicate with current and prospective students  •Experience of interviewing film participates | ✓  ✓ | ✓  ✓ | Application/Interview  Application/Interview  Interview  Application/Interview |
| Other skills and behaviours  •Excellent interpersonal skills and can-do attitude  •Able to demonstrate creativity and flair  •Occasional Flexibility to work unusual hours  •Commitment to providing high levels of service in a customer orientated fashion | ✓  ✓  ✓  ✓ |  | Interview  Application/Interview  Interview  Application/Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | N/A |  |  |
| Extremes of temperature (eg: fridge/ furnace) | N/A |  |  |
| ## Potential for exposure to body fluids | N/A |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | N/A |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | N/A |  |  |
| Frequent hand washing | N/A |  |  |
| Ionising radiation | N/A |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling | N/A |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | N/A |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | N/A |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) | N/A |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | N/A |  |  |
| Repetitive crouching/kneeling/stooping | N/A |  |  |
| Repetitive pulling/pushing | N/A |  |  |
| Repetitive lifting | N/A |  |  |
| Standing for prolonged periods | N/A |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | N/A |  |  |
| Fine motor grips (eg: pipetting) | N/A |  |  |
| Gross motor grips | N/A |  |  |
| Repetitive reaching below shoulder height | N/A |  |  |
| Repetitive reaching at shoulder height | N/A |  |  |
| Repetitive reaching above shoulder height | N/A |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  | ✓ |  |
| Lone working |  | ✓ |  |
| ## Shift work/night work/on call duties | N/A |  |  |