



## Video Producer Job Description

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<b>Job Title:</b>	Video Producer
<b>Reports to:</b>	Head of Marketing
<b>Supervises:</b>	None
<b>Contract:</b>	Fixed term 3 months

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### RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

### The External Relations Department

The Director of External Relations leads the External Relations Department. The Team consists of: Head of Development, Head of Marketing, Head of Individual Giving, Individual Giving Manager, Trusts and Foundations Manager, Trusts and Foundations Officer, Marketing Manager, Graphics & New Media Designer, Information Services Manager, Communications Manager, Programmes Editor, Marketing Officer and External Relations Administrator.

### Purpose of Role

The Video Producer is responsible for the successful capture, post-production, uploading and archiving of the moving image for the RSNO. Working across the organisation, you will create engaging content which tells our story to external audiences, stakeholders and the wider public. This includes day-to-day tasks such as short-form video (filming and editing) for the RSNO's website and social media channels, as well as more ambitious long-form projects which showcase the Orchestra's concerts and engagement work on an international platform.

### Principal relationships

External:	Venues and location staff Partners Suppliers
Internal:	All senior management and operational staff Music Director Musicians Sound engineer

### **Key responsibilities**

- Create a programme of video features for the RSNO's online presence which tells our story and, in collaboration with colleagues, maximise opportunities for the production and dissemination of content.
- Work with colleagues across the organisation to develop projects for filming and identify suitable opportunities for the creation of materials.
- Develop concepts, prepare clear briefs and write storyboards as required.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organising raw media, editing footage and sound files, creating and inserting static and motion graphics, titling and adding music/voice-over/sfx as required.
- Liaise with Marketing to ensure delivery of concepts are on track to meet deadlines and that content produced is in-line with the overall strategy.
- Ensure the highest possible quality of filmed material is captured across the organisation and edited appropriately for multiple platforms, including learning and engagement resources, concert promotions, archive etc.
- Create a robust and cost-effective content plan for capturing and developing the many strands of the RSNO's activity.
- Work together with Marketing to develop a filmed material editorial and content policy and style guidelines, ensuring that all video content is on brand.
- Liaise with Marketing and Communications to identify media outlets who will require/request video content. Produce and edit content, ensuring delivery within agreed timescales.
- Contribute positively to the ongoing development of the RSNO's digital and online strategy and its related support and resource structures.
- Operate and maintain digital film-making equipment, cameras and post-production equipment and collect and edit large amounts of media files and data.
- Use all currently available technical resources to realise video ideas as effectively and efficiently as possible, to the highest professional standards, and within budget.
- Be responsible for thinking through and around editorial problems, developing realistic alternative strategies and approaches.
- Engage/manage freelance crew where appropriate in order to capture the highest quality sound and footage.
- Maintain an appropriate level of technical proficiency ensuring that knowledge of the latest software, hardware and technological development in digital and video filmmaking is up to date.
- Manage budgets effectively ensuring high standards of financial reporting.
- Maintain the RSNO's film and video archive, ensuring files are up to date, material is easily accessible, and footage is available for distribution when necessary.

<b>Person Specification</b>	<b>Criteria</b>
Educations/qualifications	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification in a relevant field or equivalent demonstrable work experience</li> </ul>
Desirable experience	<ul style="list-style-type: none"> <li>• A proven track record of delivering projects to the highest level of artistic and production value</li> <li>• Solid experience with digital technology and editing software packages</li> <li>• Demonstrable video editing ability with a strong portfolio</li> <li>• Experience of using PTZ cameras and rigs would be beneficial</li> <li>• Experience with live streaming</li> <li>• Experience of multi-camera direction</li> <li>• Interest in/knowledge of music</li> </ul>
Specific skills	<ul style="list-style-type: none"> <li>• Ability to shoot and edit engaging video content for a variety of channels</li> <li>• Be a good storyteller with a creative eye</li> <li>• Ability to interpret brand visual tone and style</li> <li>• Extensive knowledge of video production equipment</li> <li>• Excellent project management and organisational skills</li> <li>• Ability to manage multiple priorities and meet deadlines, producing high quality work</li> <li>• Excellent attention to detail</li> <li>• Excellent interpersonal skills</li> <li>• A quick learner with the ability to understand the business and its functions</li> <li>• Capacity for innovative and creative thinking</li> </ul>
General competencies	<ul style="list-style-type: none"> <li>• Planning and prioritisation</li> <li>• Team player with the ability to work under own initiative</li> <li>• Highly motivated, pro-active and results driven</li> <li>• Attention to detail</li> <li>• Able to respond well to change in a proactive and problem-solving manner</li> <li>• Highly organised and self-motivator with the ability to remain calm under pressure</li> </ul>
Other	<ul style="list-style-type: none"> <li>• An active interest in the arts</li> <li>• Prepared to work some weekends and evenings</li> </ul>

### **Application Process**

Applicants should email a CV and covering letter, including two links (minimum) to examples of your video production work, to [recruitment@rsno.org.uk](mailto:recruitment@rsno.org.uk) for the attention of Jade Wilson.

**Location:** The job will be based at RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX

**Hours of work:** 35 hours spread across the week, including some evenings and weekends

**Holidays:** 20 days per annum pro rata

**CLOSING DATE:** Thursday 3 October 2019, 5pm

**INTERVIEWS:** Interviews will take place Thursday 10 October 2019 (TBC)