



Video Editor and Content Creator

Established in 1597, Gresham College is a charity which provides high-quality free education to the public in a broad range of subjects. The College aims to stimulate a love of learning and intellectual curiosity and to champion academic rigour, professional expertise and freedom of expression.

We need an experienced Video Editor and Content Creator who will work primarily with the Head of Communications Technology, supporting the livestreaming of Gresham lectures, producing videos and content for our YouTube Channel (160k subscribers), website, social media and printed promotions. You must be creative and with a real enthusiasm for helping us to achieve a wider audience for our excellent educational content.

Salary:	c. £31,000 (depending on experience)
Accountable to:	Head of Communications Technology
Location:	London Office
Benefits	Generous leave allowance, Pension (SAUL), season ticket loan

The closing date for applications is Monday 15 November 2021 at midday.

Applicants should submit a letter of application stating why they would be a suitable candidate for the post and how they fit the person specification, enclosing a CV, by email to s.cooper@gresham.ac.uk

Job Description

Title:	Video Editor and Content Creator
Purpose:	To provide support for Gresham College activities, including filming and livestreaming of Gresham Lectures, and production of associated video content
Reports to:	The Head of Communications Technology (and ultimately to the CEO)

Key Tasks

- To engage in production of video content in all of its stages, i.e. pre-production (script, location, permissions), filming/production, and post-production (editing/sound mixing)
- To support the production of Gresham events and lectures, including independently managing filming and live streaming, and post-production editing of lecture videos
- To collaborate with colleagues in Communications on digital marketing and social media presence/promotion, including picture research and the design of both printed and online graphics
- To support the Gresham Professors and other lecturers with their video production and AV presentation
- To attend and support lectures and events as agreed
- To assist with day-to-day running of the College, helping generally with set up for the College's events
- To undertake such other duties as may from time to time be required

Person Specification

- Enthusiastic and energetic, with a real commitment to the mission of Gresham
- Well organised and self-motivated
- Excellent IT skills (PowerPoint, Word, Excel, Zoom, MS Teams)
- Knowledge and experience of video editing software (Premiere, After Effects)
- Understanding and knowledge of visual design, including experience with Photoshop and InDesign
- Knowledge and experience of media recording and livestreaming equipment
- Ability to work well in small team, contributing, co-operating and supporting other members
- Excellent attention to detail
- Ability to work under pressure with minimum supervision
- Good interpersonal skills, especially in the role of the public face of the College
- Flexibility about working hours
- Qualifications in Film, Video Production, Media, or related disciplines

September 2021