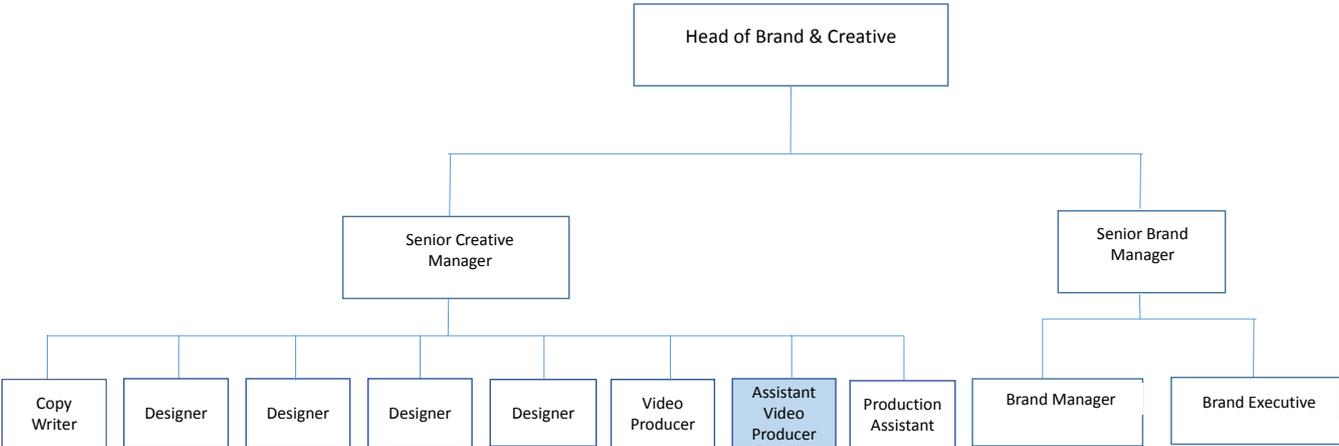


Assistant Video Producer

DIRECTORATE:	Engagement and Fundraising
SECTION:	Brand and Creative
REPORTING TO:	Senior Creative Manager
CONTRACT:	Permanent

Brand & Creative Team



WORKING RELATIONSHIPS:

Inside Diabetes UK
All teams and directorates within Diabetes UK especially the Brand and Creative and Content teams.
Outside Diabetes UK
Freelancers, agencies, volunteers, supporters, healthcare professionals

OVERALL PURPOSE OF THE JOB

The Assistant Video Producer will be responsible for supporting the Video Producer in creating and delivering compelling video content for Diabetes UK on multiple digital platforms. The post holder will help manage all video requests, handle incoming briefs, schedule projects and manage logistics. They will also be able to fulfil video requests to a consistently high standard.

MAIN DUTIES AND RESPONSIBILITIES:

- Manage video requests – handling incoming briefs, working with clients to complete their briefs and ensure videos go through the correct approval processes.
- Support the Video Producer in planning and co-ordinating video shoots.
- Shoot, edit and deliver high quality video content.
- Create and insert static and motion graphics and titling; add music/voice-over/sfx as required.
- Develop compelling stories in differing formats for use on multi-platform devices and on line.
- Liaise with case studies to arrange shoots, support in interviewing them and in building ongoing relationships.
- Support the Video Producer in scheduling projects and developing accurate timelines and schedules.
- Researching and sourcing new suppliers, freelancers and agencies. Helping to manage our roster and relationships.
- Share video toolkit and ensure freelancers and agencies understand our brand guidelines.
- Provide support to colleagues – by providing expert advice and setting up training to upskill them on filming and video editing.
- Work with project owners to ensure projects are kept within budget and meet defined outcomes.
- Manage media files and archive project media.
- Maintain filming equipment and booking system for hiring the equipment internally.
- Abide by all health and safety, permissions, and assistant supervisory guidelines both on-location and in the office.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Understand requirements relating to video production, planning and scheduling.
- Work under pressure, to turnaround high quality edits, meet deadlines and work as part of a team.
- Show highly effective communication and interpersonal skills.

The best person for this job will have experience in:

- Scheduling and managing logistics for video projects.
- Managing a range of projects at any one time, ensuring they are delivered on-time, on-budget and to agreed standards.
- Self-shooting and editing short form digital content for multiple platforms.
- Helping to plan and then support on video shoots, including gaining appropriate consent from participants.
- Creative and confident, valuing research and paying close attention to accuracy and detail.
- Adobe Creative Cloud including Photoshop, Premier Pro, and motion graphics creation in After Effects.
- Exporting, coding, uploading and tagging AV to online channels (YouTube, Facebook, Vimeo, SoundCloud and Instagram).
- Video asset management, tagging and logging footage.
- Colour grading, sound editing and audio clean-up.

Desirable

- Charity creative services or marketing.

The best person for this job will be:

- Well-organised, proactive, have strong project management skills and be able to prioritise their own work.
- Qualified to degree level or equivalent in a video production or related discipline.
- Have a compelling showreel.