**The Post**

This position will suit a recent film graduate looking for an ideal first job to gain quality professional experience with the highly regarded and respected global brand that is Cheltenham College.

Due to the nature of this role, the candidate must be willing to be extremely flexible with their 37.5 hours worked over the week during term time. There will be evening and weekend work required.

The Graduate Videographer and Photographer will report into the Director of Marketing and the main function of the role is to capture the breadth of academic, sporting, and co-curricular events across both College and the Prep School in video and still photography format.

The postholder is responsible for creating social media videos to promote the College as well as half-termly highlights videos for both schools featuring the very best of life at Cheltenham College. The successful candidate will film and photograph events over the term and edit the files for distribution to parents as required, to an agreed schedule. There will also be the opportunity to create longer videos featuring a specific service or feature of College.

In time, the postholder will be expected to suggest specific opportunities they think would lend themselves best to a video feature, as well as develop a clear style of photography to ensure a consistent visual image for both schools. There is also scope to run a film club for College students once a week.

**Skills and Characteristics**

* Excellent filming, photography and editing skills with a thorough working knowledge of Adobe Photoshop and Premiere software.
* Knowledge of other Adobe programs such as Adobe After Effects and Adobe Audition is desirable.
* A degree or similar qualification in film and/or photography.
* Flexibility – working days will vary with evening and weekend work
* Excellent creative flair and design skills, combined with a close attention to detail.
* Strong organisational skills: a methodical approach with the ability to multi-task and prioritise workload in order to meet strict deadlines and scheduling slots.
* Confident motivated self-starter, able to work with minimum supervision whilst also being an effective & flexible team player in a happy, busy marketing team.
* Strong interpersonal and communication skills – confident in setting up shoots with numerous people, and directing on set.
* Comfortable working with pupils ages 3 – 18 and members of the College Community,
* Co-operative, reliable, supportive, with a “can do” attitude and a desire to learn.
* Enthusiasm and energy - happy to add filming suggestions into the mix and contribute to the marketing team strategy.
* A sense of humour with the ability to remain calm and cope with the unexpected, and unflappable when last minute requests arrive!

**Job Description**

* Work with members of the Marketing Team and stakeholders from across the organisation to assess the termly, weekly calendar and produce a coherent and representative filming and photography schedule.
* Ensure appropriate equipment/environment is bought along to each shoot.
* Produce weekly social media videos and half termly video highlights.
* Produce photography to an agreed brief for use across College and Prep School marketing materials.
* Produce ad hoc longer promotional videos at the request of the Marketing Team.
* Where necessary work with the College Audio Visual Technician to ensure appropriate audio for videos.
* Ensure social media best practice for video distribution and to exploit all College social media channels wherever possible.
* Support and maintain the organisation and storage of digital assets.
* Work within branding guidelines and GDPR laws.

**Cheltenham College**

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. College [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 750 pupils, including a Sixth Form of approximately 280 pupils. The Prep School [3-13] is largely a day school of some 420 pupils. Both schools are fully co-educational. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have strong academic records and a considerable reputation for sport, drama and music.

The marketing department is responsible for marketing all aspects of College to all stakeholders and a key part of this is ensuring first class communication and an understanding of how appropriate and relevant use of photography, videography and social media can help communicate with current parents, prospective parents and alumni.

# Terms and Conditions

* This is a full-time permanent role of 37.5 hours per week.
* These are not standard office hours; you will be required to work flexible hours to include evenings and weekends during term time to cover filming College events.
* Any hours worked over 37.5 hours per week can be claimed back during school holidays.
* You will have 20 days of holiday per year to be taken during College holidays. In addition, you will not work Bank Holidays and the period when College Offices are closed over the Christmas period.
* Any holiday taken must be agreed with the Director of Marketing in advance.
* All filming and recording equipment, PC and College branded all-weather wear will be provided.
* A College car will be provided to travel to film offsite College Events – the College car must always be booked out via company protocol.
* Due to the nature of irregular filming and photography hours throughout the day and evening – this role may suit someone who lives close to College campus or who can easily travel from home to and from campus.
* School lunch and/or evening meal (depending on hours worked) are provided for free during Term time.
* Use of college sport facilities (at staff allocated times)
* The successful candidate will be subject to full DBS check and clearance.

Salary: Starting from £21,000

March 2023