



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Head of Film and Audio

Division: Communications Division

Accountable to: Deputy Director of Communications

Job Summary

The role holder will be the School's film and audio expert and champion who can enhance the visibility and use of content produced and ensure the skills of the team are optimised. You will be a leading member of the Communications Division, reporting into the Deputy Director of Communications, and will support the delivery of the School's strategy LSE 2030.

You will be responsible for the management and day-to-day running of the Film and Audio team and for overseeing the production and distribution of high-quality content. You will continue to develop the approach of the team to ensure delivery of content in an engaging format and style to build LSE's brand.

Duties and Responsibilities

Main duties and responsibilities

- Manage a team of film makers and digital media producers to deliver content and approaches to enhance LSE's profile and reputation
- Work with colleagues across the Communications Division, advise internal clients on the appropriate tools and approach to meet communications objectives
- Account management of clients from brief to delivery with oversight and follow up for feedback.
- Challenge requests to ensure all activity is professionally delivered and meets the needs of LSE's audiences and the School
- Be the School lead and champion for film and audio content development, delivery and distribution
- Take responsibility to quality control all film and audio output at LSE to ensure activity supports and enhances the LSE brand and effective delivery of the LSE 2030 strategy
- Manage the production and online distribution of LSE's public events podcast series in partnership with the school's events, social media and digital teams
- Co-produce LSE's award-winning LSE IQ podcast series, managing a cross-divisional team to continue to propel the reach and impact of content and LSE's expertise
- Create and lead new School-wide projects, working with colleagues in other divisions and departments, to develop new podcast and film series to tell LSE's story across the world.
- Manage the school's online video and audio distribution platforms e.g., LSE Player, SoundCloud, iTunes / Apple Podcasts and podcast RSS feeds.
- The post-holder will manage the processes and procedures for content management and curation and will act as the technical lead and systems administrator for the back-end systems
- Manage online video and audio usage statistics – YouTube, Soundcloud, RawVoice etc.,



including the provision of regular management reports. Ensuring quality control and the channels reflect LSE's reputation of excellence and support the delivery of LSE 2030 strategy

- Manage the LSE media studio e.g., access policy, oversight of health and safety, and maintenance / repair, and replacement / upgrade of studio equipment
- Respond to video and audio copyright and intellectual property enquires and requests from third parties to use the school's externally facing video and audio content
- Manage, disseminate, and integrate the LSE brand into the work of the team as well as ensuring that brand identity is appropriately used in the school's video and audio output
- Guide film makers and digital media producers on creative concepts and digital production processes to ensure a high standard of output, including practical aspects of film making and podcast production such as scheduling, working to a budget and proofing
- Contribute to the Communications Division's annual planning and monitoring to ensure effective use of film and audio techniques
- Take a lead role in the Communications Division with responsibility for a cross-divisional priority
- Overall ownership and responsibility for operational budgets including purchasing, quoting, invoicing and income generation
- Run weekly team briefing meetings, regular 1-2-1s and annual CDRs (career development reviews) for the team
- Produce annual management information reports as well as customer satisfaction surveys to measure/monitor the output of the team and project teams.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.