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: Video Producer

Department/Division: Communications Division   Accountable to: Film and Audio Manager

Job Summary

LSE's Film and Audio team showcases the School's world-leading research through the production of high-quality content for a range of audiences. The role holder will engage and collaborate with internal clients to plan and facilitate studio and field-based video production, including the planning, writing, filming, editing, sound mixing and output of a wide range of products. The successful candidate will adapt research into film, manage several projects at once, and prioritise assignments and schedules.

Duties and Responsibilities

Main duties and responsibilities

- Liaise with internal clients to obtain a creative brief and work with them to identify solutions to support their needs.

- Research, script, record and edit video and audio content, including producing content for the LSE IQ podcast.

- Edit and post-produce audio and video content to a professional standard using the Adobe Creative Cloud suite of applications e.g., Premiere, After Effects, Audition and Photoshop.

- Use, set up and maintain professional studio grade audio visual equipment e.g., DSLR cameras, audio recorders, studio lighting and mixing desks etc.

- Contribute to project teams in order to plan, produce and deliver complex, effective and engaging video and audio content of strategic importance to the school.

- Creatively plan and translate abstract concepts into effective visual and audio form, adapting video and audio products to fit needs of clients and target audience in order to disseminate complex material to wider audiences.

- Plan and organise workload and project schedules including providing regular (i.e. minimum fortnightly) information to management on jobs either in partnership with the Communications

Officer or directly onto job sheets.

- Provide advice and guidance to a range of internal and external stakeholders, at all levels of seniority, on video and audio production.

- Attend regular team and divisional meetings.

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.

Last updated: November 2021