



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: Film and Audio Manager

Department/Division: Communications Division **Accountable to:** Head of Brand

Job Summary

Responsible for the management and day-to-day running of the Film and Audio team and for overseeing the production and online distribution of work produced. The post-holder would also be required to do some digital media production (podcasts and short films), systems administration of online publishing platforms and some online content publishing and curation work (less than 50%). The post-holder will work closely with staff to plan resources to ensure projects are high quality, on brand, delivered on time and on budget. The post-holder will also have budget responsibility and be responsible for account management of clients and invoicing of same when required. The post-holder will also oversee the LSE media studio.

Duties and Responsibilities

Main duties and responsibilities

- Manage a team of film makers and digital media producers
- Working 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 of quotations and invoicing
- The post-holder will undertake some digital media production (podcasts and short films), systems administration and online content publishing and curation work according to the needs of the unit (but on average less than 50%)
- Manage the production and online distribution of LSE's public events podcast series and live webcasts in partnership with the school's events, social media, audio-visual and digital teams
- Co-produce LSE's award-winning LSE IQ podcast series
- Manage the school's online video and audio distribution platforms e.g., LSE Player, YouTube, 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 and oversee the upload and online publishing of externally-facing video and audio content received from internal content contributors
- Manage online video and audio usage statistics – YouTube, Soundcloud, RawVoice etc., including the provision of regular management reports
- Manage data storage and archival of the school's externally-facing video and audio content
- Manage the LSE media studio e.g., access policy, oversight of health and safety, and maintenance / repair, and replacement / upgrade of studio equipment



- Manage relationships with internal and external suppliers
- 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
- Work with the LSE procurement and finance teams to ensure compliance with regulations and internal processes
- 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
- Overall ownership and responsibility for operational budgets including purchasing, quoting, invoicing and income generation
- Run weekly team briefing meetings, regular 121s 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

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.