



<b>Job title</b>	Video Intern	<b>Job family and level</b>	Administrative, Professional and Managerial Level 2
<b>School/ Department</b>	External Relations	<b>Location</b>	University Park Campus

## Purpose of role

As Video Intern you will join the university’s Content and Creative Services team on a one-year fixed-term contract.

Working in the video content team, you will produce a range of video content in support of the university’s student recruitment marketing strategy. Working closely with marketing colleagues you will create engaging and high-performing video assets for use on the web, at events and on social media.

As a competent video creator, you will be comfortable producing on smartphone, action cameras and DSLRs. You will be familiar new creative trends, platforms and learn how to monitor and measure content performance.

During your time with us, you will have the opportunity to work with experienced video creators and on a range of projects to hone your skills and polish your portfolio. You will gain valuable agency style experience, including planning, costing, scheduling and stakeholder management.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Producing, filming and editing a range of short-form video content to promote the university</b></p> <ul style="list-style-type: none"> <li>▪ Interviewing, filming and editing and range of university activities, predominantly ‘vox pops’ (talking heads to camera) and ‘action shots’ (students or staff going about teaching and activities)</li> <li>▪ Editing video for specific, traditional formats such as YouTube, embedding in presentations and on the web</li> <li>▪ Creating channel-first content for specific social media channels, including TikTok, Instagram Reels and live formats</li> <li>▪ Support the Video Creators and Video Production Manager with arranging and producing larger scale shoots and video projects, which might include ‘second crew’ filming or production assistant/runner responsibilities</li> </ul>	70%

	<ul style="list-style-type: none"> <li>▪ Following university video guidance in terms of GDPR, copyright and accessibility and ensuring all necessary paperwork is completed for projects.</li> <li>▪ Occasionally working on quick turnaround video projects with tight deadlines, where the content is reactive to world events.</li> <li>▪ Some flexibility to work out of hours will be needed to cover university events such as university open days, conferences, workshops etc.</li> </ul>	
2	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Working with internal colleagues to address their marketing priorities through video content</li> <li>▪ Ensuring content produced is supplied on brief and on time</li> <li>▪ Liaising with filming subjects, such as staff and students, ensuring content is compliant with GDPR regulations</li> <li>▪ Directing enquires to the online video guidance where appropriate</li> <li>▪ Contributing updates to the best practice video guidance documentation as and when needed</li> <li>▪ Answering specific video related queries and troubleshooting where possible</li> <li>▪ Ensuring brand consistency is maintained across all video content by monitoring and advising colleagues who are involved in video creation.</li> </ul>	20%
3	<ul style="list-style-type: none"> <li>▪ Any other duties appropriate to the grade and role</li> <li>▪ Personal development and portfolio</li> </ul>	10%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Filming and photography on a range of devices, from smartphone to DSLR</li> <li>▪ Competent with Adobe Premiere Pro and/or similar video editing software</li> <li>▪ Journalistic interviewing skills</li> <li>▪ Ability to communicate with a range of people at different levels</li> <li>▪ Ability to work alone and as part of a team</li> <li>▪ The ability to work to multiple, tight deadlines and flexibility to work out of hours as required</li> <li>▪ The willingness to 'muck in' and support with post-production tasks such as adding metadata to existing videos</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of supplementary production equipment such as directional microphones, steadicams or gimbals</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Ability to maintain working relationships with clients and external suppliers</li> <li>▪ An understanding of creating content for a range of channels, including social media</li> <li>▪ Accuracy, reliability and willing and adaptable to learn new skills and procedures as required</li> <li>▪ Creativity and innovation in video</li> <li>▪ Understanding of creating videos for large brands</li> <li>▪ Understanding of creating videos for international audiences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience filming with high-end digital cinema cameras</li> <li>▪ Experience creating videos for organisational channels</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ A degree in film/video production or a relevant HND or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work experience in a relevant role or a proven track record in a similar role</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Commitment to equal opportunities</li> <li>▪ Awareness of issues relating to video including copyright/accessibility/GDPR</li> <li>▪ Ability to be diplomatic in sensitive situations</li> </ul>	

	<ul style="list-style-type: none"><li>▪ Understanding of the importance of confidentiality</li></ul>	
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others

