JOB TITLE: DIGITAL CONTENT PRODUCTION ASSISTANT

REPORTS TO: DIGITAL LEARNING SENIOR CONTENT DEVELOPER

Background

Cambridge Judge Business School (CJBS) is a world leading teaching and research Department at the heart of Cambridge. As part of the University of Cambridge the Business School welcomes high calibre students from all over the world each year and is committed to offering excellence in learning. The team in Digital Learning (DL) made up of skilled learning technologists, learning designers and content developers, is focused on the development and delivery of engaging learning content for all our students, providing support to both academic and professional teams and working collaboratively on projects with other groups within the Business School.

The Digital Content Production Assistant is a new role and will support the work of DL, strengthening existing knowledge and skills, exploring creative opportunities, and will be a key player in ensuring the timely production of high-quality materials with a focus on animation, graphics and video.

The role

Main responsibilities

Media production

• Produce and develop videos for learning as required for defined projects, and for other projects as directed by line manager.
• Edit and manage previously recorded media produced from a variety of sources.
• Collaborate on project work.
• Fully understand the requirements of projects and ensure media is produced to deadline, within specifications.
• Discuss wider learning context with team to understand how each media asset supports learning and student experience.
• Use skills to assist with research and development opportunities.

Studio support, filming and recording

• Work closely with the DL and AV departments to understand the studio set ups within the Business School to enable best use and efficient production.
• Assist with set up in lecture theatres, outside spaces and other non-standard locations when required and support shoots.
• Input into best practice approaches to media production (audio and visual).
• Support teaching faculty, and other colleagues, in the use of the fixed and smaller studios and in the filming of assets.

Planning
• Contribute to the planning of all team tasks.
• Record workflow issues or any backlogs in work and discuss solutions with Senior Content Producer.
• Report regularly on existing projects, and reflect on best and creative approaches to the work of the team.

Digital asset management
• Work closely with the Senior Content Producer to ensure that all digital assets are correctly stored and catalogued.
• Ensure that copies of assets are correctly catalogued, tagged and managed.
• Assist with the regular audit of the media asset library for the team.
• Utilise the media repository effectively and understand the different platform requirements.

Outreach and relationship management
• Build strong working relationships with teaching faculty, learning designers and other professional teams within CJBS.
• Create media and input into content in order to support the team’s developing outreach strategy within the department.
• Take time to learn about the activities within the team, including learning design, engagement, platforms management, in order to fully understand the work and priorities therein.
• Actively input into team process mapping and review.

General
• Manage the input of staff and student photos into learn.cjbs and build appropriate processes to support this.
• Work closely with the Platform Manager to ensure efficient and smooth integration of workflows and assist with service desk solutions as required.
• Communicate technical workflows, practices at a basic and understandable level to non-technical stakeholders.
• Undertake all tasks deemed appropriate to the role by the Senior Content Producer and Head of Digital Learning.

The person
The ideal candidate should have the following qualities, skills, and attributes. You are asked to submit an application demonstrating how your own experience meets these requirements:
• A Level standard of education/NVQ level 3 vocational qualification or equivalent level of practical experience.
• Some previous experience of media production environments, workflows and best practices.
• Good understanding of Adobe CC creative suite (particularly Adobe After Effects, and Premiere Pro or equivalent software).
• Good communication skills.
• Good attention to detail.
• Creative thinking.
• Interest in digital media content production.
• Capacity to learn and develop new skills.
• Ability to work flexibly during busy periods.

Desirable:
• Experience in an educational setting.
• Experience of Motion Graphic Template Files (MOGRT) and their creation.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £23,487-£27,116 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.
Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the “Apply online” button at the bottom of the relevant job description. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

**The closing date for applications is 4 September 2022.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at [https://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within](https://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within).

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hr@jbs.cam.ac.uk.