

JOB TITLE: MEDIA PRODUCTION MANAGER

REPORTS TO: HEAD OF DIGITAL LEARNING

Background

JBS Executive Education Ltd. (JBSEEL) is a wholly owned subsidiary of the University of Cambridge designing world-class programmes that deliver real world impact. Our academics bring fresh, research-based insight into our programmes, which is amplified by emphasis on high levels of faculty interaction. This maximises the exchange of ideas between academics and participants, creating a truly collaborative learning environment. Our goal is to deliver transformative learning experiences that allow executives to make a real difference within their organisations.

We have built an enviable reputation for real world impact that feeds back into the research and knowledge base of the faculty that deliver all of our work. Our value proposition for our clients and learners emphasises key contributions from faculty drawn not just from Cambridge Judge Business School's Research Centres and Subject Groups, but from the wider University. This world-class breadth offers capability but also diversity, enabling us to operate effectively in a multitude of contexts. Further, we place particular emphasis on close collaboration with those faculty at all levels in the client organisation. This brings impact and endurance to our work.

We are one year into our 5-year digital growth strategy where we are building digital capability in-house in many disciplines as well as creating standards of excellence that we align to within our deliverables and practice as a team.

The role

The Cambridge Judge Digital team assist in the design, creation, and development of Executive Education's online and hybrid programmes as well as creating digital learning resources for in class delivery and lifelong learning. The Media Production Manager will oversee all media production efforts in the team and collaborate with faculty and the wider team to design and produce dynamic programme media that adhere to best practices and ensure the highest quality of learning for our participants. They will also film faculty and practitioners for various content materials to a high standard and approach the post-production of any footage in a creative way using strong educational practises in video production.

Within our department, we promote a collaborative culture, emphasising team working and peer support on all projects. The Media Production Manager will report to the Head of Digital Learning. They will frequently communicate with their line manager to inform them of project progress through informal conversations, regular one-on-one meetings and team meetings. They will also be responsible for two Instructional Designers. The Media Production Manager would be responsible for making decisions regarding their staff's workload as well as the use of the studio spaces. Their decisions would impact media project completion.

The Media Production Manager may work with external contacts to coordinate on-location shoots, as well as outside vendors who might provide us with media equipment as needed. As needs arise for parties who would like to use the studio spaces, the Media Production Manager would field these requests. The role holder would also be responsible for keeping all of the studio equipment in excellent working condition and consulting on any new media equipment purchases.

Due to the demanding nature of providing video production services to a highly engaged team, the position will be required to work flexible hours. The Media Production Manager may be required to attend public events, meetings and functions outside normal working hours, and will be expected to work some weekends as a function of their normal job responsibilities. Some travel, locally, nationally, and internationally may be required for on-location video shooting. Nevertheless, we understand the importance of flexibility in managing work-life balance; our structure includes flexible working hours to accommodate individual needs and preferences.

Main responsibilities

We are excited to welcome a proactive individual to our team, emphasising a pivotal role in collaborating with faculty members and clients to meticulously develop programme media. As a key member of our team, your primary responsibilities will include:

Media design

- Work in collaboration with the faculty and instructional designer to design media that best serves the programme, content, and participant audience. This pre-production process might include; ideation, storyboarding, scriptwriting and review, media prototyping and practice shoots.

Media production

- Acting as video production shooter and editor to see the media through the production and post-production process. In addition to shooting and editing video this could include creating supporting motion graphics such as custom animated intros, lower thirds, and transitions. All videos should be colour corrected and special attention should be paid to the audio quality and mastering. A keen and proactive interest in using AI tools that are revolutionising current media production methods would be essential.

On-location shooting

- In addition to shooting videos in-studio, we may have videos that need to be shot at various other locations. On-location shoots will require an expert ability to choose shooting sites that have proper lighting and desirable backgrounds, to collect B-roll, and to achieve high sound quality even amidst less desirable conditions. On-location shoots will also require high quality production with less equipment and proven ability to travel and protect our production resources.

Studio development

- Work with the leadership team to create studio spaces that are equipped to create the highest quality video including setting up lighting, cameras, sound equipment, monitors, teleprompters, backdrops, etc.

Project management

- Managing multiple media projects and other priorities simultaneously, expertly keeping track of tasks, stakeholders and deadlines. This will include scheduling and use of the studio and equipment resources. It is imperative that media projects be managed effectively in order to provide prompt content delivery for participants. Project updates should be communicated with any concerns being made known.

Media delivery and distribution

- Work with the instructional designer and digital platform team to ensure that media is exported, uploaded, and linked in the correct locations so that all required parties have access.

Usability and accessibility

- All media content must meet usability and accessibility guidelines (i.e. captions, transcripts, etc.) and adhere to the Universities agreed standards.

Video and audio consulting

- Provide specialist video production, audio production and equipment advice and guidance to the team in order to continually improve the quality of the media produced.

Line management

- Maintain a highly collaborative and service-oriented media team. Specifically, this position will oversee two instructional designers including the management of workloads, ensuring quality control, timely project completion and evaluating performance.

Other

- Perform other duties as assigned.

The person

The ideal candidate should have the following qualities, skills, and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

Essential

- Line management experience of at least 1-3 years.
- Excellent attention to detail.
- Ability to influence, lead, and delegate as needed and to effectively set expectations with clients, office colleagues and line reports.

- Naturally organised coordinating many stakeholders and components to a set deadline.
- Personable so are able to build rapport with various stakeholders, especially with those being filmed so they feel they are in safe hands.
- Expert understanding of composition, camera movements, lighting and sound as well as a good eye for colour grading and good ear for audio mastering.
- Expert ability to shoot in-studio, on-location, and film live events.
- Knowledge and ability to coach on-camera talent for the best on-screen presence and content delivery.
- Ability to film using a green screen, lightboard, and smartboard.
- Knowledge and experience with the technical use of professional/industrial grade digital cameras.
- Expert use of non-linear editing and motion graphics software.
- Knowledge and use of video conversion software for distribution and media asset management software.
- Experience with professional audio equipment including microphones, placement, multi-box/bridges, and connectors.
- Ability to stay current on emerging and new digital trends, video equipment, and best practices in video production including AI tools.
- Proficiency in three-point lighting and television/stage lighting techniques including use of incandescent, fluorescent and/or tungsten lights, along with dimmers, gels and other lighting enhancement materials is desirable.
- Ability to work in a highly dynamic and collaborative team environment as a positive and engaged professional.
- Excellent project management skills including the ability to work on multiple ongoing projects with staggered deadlines.
- Excellent planning and decision-making skills.
- Excellent organizational and communication skills, both verbal and written.
- Understanding of how to handle sensitive participant data.
- Proficiencies in the latest video, audio, multimedia and graphics software.

Desirable

- Extensive knowledge of OBS and how to integrate it into video studios and systems.
- Extensive Graphic Design skills.
- Extensive motion graphics and animation ability.
- Familiarity with project management tools, Virtual Reality, drone filming/piloting, still photography and photo editing.
- Experience using Articulate Studio to create interactive content.
- Experience creating educational media including screen-capture, webcasts, podcasts, talking head videos, etc.

Benefits

This is a full-time position working 40 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The post holder will be expected to work in the office a minimum of two days a week, though we understand the importance of

flexibility in managing work-life balance; our structure includes flexible working hours to accommodate individual needs and preferences.

Salary will be in the range of £50-55,000 per annum, dependent on experience. The role holder will be eligible to participate in the company's staff incentive plan (Annual Employee Bonus Scheme).

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.

For those with childcare responsibilities, we have two nurseries, and a holiday play scheme to help support to help support you, as well as offering 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 role, please send your CV and cover letter explaining how your skills and experience would prepare you for this role to Elle McGregor, HR Advisor: e.mcgregor@jbs.cam.ac.uk.

The closing date for applications is midnight on Sunday 28 April 2024.

Applicants are required to provide details of 2 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 and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, Elle McGregor, HR Advisor JBSEEL who is responsible for recruitment to this position, on e.mcgregor@jbs.cam.ac.uk. Alternatively, applicants can contact the CJBS HR Team via hr@jbs.cam.ac.uk.