

# JOB DESCRIPTION

POSITION	Videographer
REPORTS TO	Content Production Manager
DEPARTMENT	Creative
DIRECT REPORTS	None
CONTRACT	Permanent, full-time (37.5 hrs/week)

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

### Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make Glasgow Science Centre (GSC) a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

## ROLE PURPOSE

### COMPANY CONFIDENTIAL

0141 420 5000 | glasgowsciencecentre.org  
50 Pacific Quay | G51 3EA

To create high-quality video content for Science Centre flagship projects (such as Learning Lab, Curious About, Let's Talk About and Our World, Our Impact) as well as the website, social channels and for other internal and external clients.

This role is to plan, direct, film and edit high quality engaging content, provide strong storytelling and editorial judgement and creative input, and work with other Science Centre teams and external clients to create content that is produced to a high standard, on schedule, and to agreed specifications.

## KEY RESPONSIBILITIES

- Collaborate with teams across Glasgow Science Centre, and external clients, to create, plan, direct and film engaging video content across a range of platforms.
- Film at the Science Centre and on location, direct presenters, plan and script interview-based videos, capture all required 'B roll' footage.
- Work with other teams and external clients to plan and storyboard scripted feature videos.
- Edit raw footage, graphics, music, audio and images to produce engaging videos of a high creative and technical standard that reflect the aims of client requests and GSC's editorial guidelines.
- Keep up to date with industry trends and techniques and social media landscape to ensure content is innovative, follows best practice and engages our audience.
- Work with the Content Production Manager to develop editorial best practice and processes for efficient and innovative content production.
- Source images, photography, stock footage to fulfil editing requests, ensuring sources are credited where necessary, and creating and inserting graphics and titles as required.
- Manage video file storage and maintain camera equipment and associated kit.
- Implement the GSC Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- Provide an integrated, co-ordinated and professional level of service to our customers at point of contact.
- Work within the standards of the GSC's health and safety policy.

- Carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and GSC.

### PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Degree level qualification or relevant experience	Y	
High level of proficiency with professional grade camera equipment and filming techniques	Y	
High level of proficiency with video-editing production software and workflows (Adobe or similar)	Y	
Experience of creating video content for social channels and awareness of developing trends and generating impact	Y	
Strong editorial judgement for effective visual storytelling	Y	
Excellent communication skills, including excellent written English	Y	
Proficiency in the wider Adobe Creative Suite or similar software		Y
Awareness of and interest in technological developments in video production		Y
Confidence in directing and coaching presenters		Y
Driving license		Y
Personal Qualities		
<ul style="list-style-type: none"> <li>• A passion for science communication with a high degree of commitment to GSC's vision, mission and values.</li> <li>• A collaborative approach to work, including with external organisations and individuals.</li> <li>• A passion for excellence, creativity and innovation.</li> <li>• Excellent attention to detail and consistency.</li> <li>• Excellent organisational skills and ability to prioritise workloads and adapt to changing business needs.</li> </ul>		

- Demonstrable respect for equality and diversity and the ability to promote equal opportunity practices.
- A flexible approach in order to meet deadlines and needs of GSC, including availability to work evenings or weekend events if required.