



## St Mary's School, Colchester Job Description

<b>Job title:</b>	Photographer and Videographer
<b>Reporting to:</b>	Head of Marketing, Admissions and Communications
<b>Hours:</b>	15 hours a week within school day hours, term time only – some flexibility needed to meet the photography and videography requirements with occasional evening and weekend work required. One-year contract with the potential to become a permanent role.
<b>Salary:</b>	c£8k-£10k (c£26k-£33k pro rata)
<b>Location:</b>	Lower School and Senior School sites with desk-based work at the Senior School site
<b>Benefits:</b>	Excellent working conditions, with lunch and refreshments available Discount for School fees (subject to qualifying criteria) Use of School fitness suite Discounted gym membership

### Job purpose

To plan and undertake still and video photography, image processing, video editing and content creation for use on multiple channels for the purposes of communicating Kindergarten, Lower School and Senior School news, displays, marketing and admissions.

### Specific duties

- To plan and undertake still and video photography, image processing, video and audio editing for use on multiple channels
- To undertake video and photographic assignments from concept to completion in a cost effective and professional manner
- To maintain an image bank of photographs and video content
- To create and manage the production of photo products such as photo books and prints
- To work with colleagues in the Marketing, Admissions and Communications team to plan and create social media content, manage and grow the school's social media presence and evaluate effectiveness
- To actively promote, market and champion the commercialisation of photography and videography products
- To ensure customer focused delivery of photographic and videography products in order to support the efficient growth of the service
- To ensure all video and photographic content is creative, consistent and reflective of the St Mary's brand
- To ensure all photography and videography is carried out in accordance to our Taking, Storing and Using Images of Children Policy
- To ensure all photography and video equipment is kept safe and is maintained
- To contribute to the marketing, admissions and communications planning process



## Photographer and Videographer Person Specification

Education / Qualifications	Essential	Desirable
Educated to degree standards or with equivalent experience in industry		x
Qualifications in photography/videography/digital design/editing		x
Experience		
Experience of child or family photography	x	
Experience of school or nursery photography		x
Experience with applicable technology and software packages such as Adobe Creative suite	x	
Experience of producing photos and video in a corporate environment	x	
Experience of planning production schedules and storyboarding		x
Knowledge and skills		
Exceptional videography and photography skills	x	
The ability to work in a fast-paced environment and meet tight deadlines	x	
The ability to manage a busy and varied workload	x	
Exceptional interpersonal skills	x	
Ability to maintain a photographic database and follow organisational best practice and policies	x	
The ability to match project needs with appropriate levels of time investment	x	
The ability to work with minimum supervision	x	
The ability to co-ordinate and lead on a variety of projects	x	
An understanding of marketing and communications		x