



# Creating a world of better opportunities

## Job description

### **Junior Videographer**

Hybrid - London

Permanent

Grade 5

Full Time - 35 Hours per Week

**Reports to:** Broadcast Engineer

## Where the role fits

This role is part of the Operations Team, that is responsible for the operational delivery of all products and services, across all customer groups and geographies.

The role of the Operations team is to define and deliver the operational strategy that enables the delivery of high-quality, cost-effective services, providing input into the product roadmap, with the Portfolio and Product Management team (PPM) and the Engagement and Growth team (E&G).

The Operations team are responsible for driving continuous improvement of processes, workflows, solutions and services, making use of advances in technology, whilst effectively managing outsourced services, to deliver efficient and effective continuous process improvements that minimises cost and risk to organisation as a whole.

## Purpose of the role

The Junior Videographer supports the delivery of high-quality video production and streaming services for both internal and external stakeholders. This role assists in creating a range of video content that aligns with IET's objectives, highlighting engineering achievements and supporting the organisation's impact. Working closely with the team, the Junior Videographer helps produce edited engaging multimedia content, contributing to production workflows, operating technical equipment, and maintaining high standards across all projects.

## Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

## Main duties and responsibilities (not necessarily in priority order)

- Work with the Production Manager and Broadcast Engineer to support and complete the editing of promotions, conferences, and internal editing requests.
- Assist in editing larger video production content to meet project briefs and quality requirements.
- Participate in the post-production process, helping to maintain quality control and support workflow efficiency.
- Download, organise, and prepare footage for editing according to IET Video Services best practices.
- Support the delivery of final edits that meet project requirements and are suitable for different platforms and formats.
- Perform basic colour grading tasks and basic audio processing tasks.
- Follow established post-production workflows and guidelines.
- Assist with capturing, recording, editing, and streaming video content from IET and third-party venues as required.
- Support the use of recording equipment for down-the-line recordings, capturing online interviews and live presentations for in-person and remote audiences.

- Provide support to the Broadcast and Technical Manager and the Broadcast Engineer as well as IET Video Services team in setting up and operating cameras, lighting, audio, and other AV equipment.
- Help set up, record and edit IET Video Services content, including single and multi-camera shoots, vox pops, and interviews.
- Support adherence to IET Video Services standards and style guidelines for third-party content.
- Update project boards as directed and ensure work is regularly backed up.
- Help maintain equipment and report any issues to ensure optimal performance.
- Work collaboratively with IET colleagues to troubleshoot equipment and uphold production standards.
- Operate recording and streaming equipment, including Tricasters and Zoom, for various broadcast needs under supervision.
- Assist in monitoring live streaming events to ensure smooth broadcasts and record feeds as required for client us.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Deliver high-quality support services:** You'll be responsible for delivering a wide range of essential tasks and services that ensure the smooth day-to-day running of the IET.
- **Maintain accuracy and efficiency:** You'll prioritise accuracy and efficiency in all your tasks, adhering to established procedures and guidelines.
- **Offer exceptional customer service:** You'll be a positive and professional point of contact, providing excellent customer service to both internal and external clients whenever required.
- **Collaborate effectively:** You'll work collaboratively with colleagues across departments, fostering open communication and a supportive team environment.
- **Embrace continuous learning:** You'll demonstrate a commitment to lifelong learning and development, readily adapting to new processes and technologies to enhance your skills and contribute effectively to the IET.

## Skills and experience required

- A strong interest in editing with experience in video production and live streaming, alongside a basic understanding of video and broadcast equipment and a willingness to learn troubleshooting skills.
- Familiarity with Adobe Creative Cloud products is desirable with emphasis being on Premiere Pro and After Effects.
- Attention to detail and the ability to follow standard guidelines.
- Willingness to work out of hours, travel, and adapt to the needs of live events, maintaining a professional and customer-focused approach.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, readily embracing new processes and technologies.
- **Teamwork and collaboration:** You'll be a strong team player with the ability to work effectively in a team environment, providing support to colleagues and contributing to achieving shared team goals.
- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with both internal and external clients.
- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration and teamwork, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

## Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>[ MR, Head of Video Services]</i>	<i>[ 02.2025 ]</i>
<i>Strategic People Partner</i>	<i>[ HT, Strategic People Partner ]</i>	<i>[ 02.2025 ]</i>

*This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.*

*It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handing, as well as current Health and Safety policies.*