



ULSTER ORCHESTRA

Job Title: Digital Content Manager

Reporting To: Managing Director

Type of Post: Fixed-term Full-time

Job Description

We are currently recruiting for a Digital Content Manager, to take the lead on implementation and day-to-day management of the Ulster Orchestra's digital strategy, with a strong focus on its technical requirements. The successful candidate will have excellent interpersonal skills and be able to hit the ground running to help deliver and grow the new Ulster Orchestra's digital strategy.

Working with teams across the organisation, the Digital Content Manager will deliver the UO's high quality creative content that engages our audiences in the UK and internationally.

NB. This is a full-time position, for an initial fixed-term period of 3 months, and may be suitable for freelance producers looking for a short-term contract.

Key Responsibilities

- End-to-end production of a range of digital content for the organisation, including taking videos from concept, through to scripting, storyboarding, filming, editing, grading.
- Developing compelling ways to present Ulster Orchestra programmes and activities in the digital space.
- Liaising with, assisting and advising, the Ulster Orchestra teams on distribution of videos across various media and social media platforms, as required including the creation of a subscription service.
- Ensuring all required materials are created and delivered to agreed standards of excellence as outlined in agreed briefs, within resource and time requirements.
- Taking the key technical role in delivery of live streamed concerts, and also helping to plan and make pre-recorded content for the broadcasts, including supplementary content e.g. pre-concert talks.
- Production and post-production of podcasts, including recording, editing, sound design, mixing/mastering, and assisting/advising on hosting and distributing as required.

- Taking a key role with the Ulster Orchestra's Digital Content Working Group.
- Working with the Learning and Community Engagement team, musicians and external partners to create accessible online content that engages people from all communities including older people, people with additional needs and people at risk of social exclusion.
- Working at evening and weekend concerts/events as required within the nature of the post.
- Ensuring regular, timely and accurate updates of all digital content.
- Keeping up-to-date and current with emerging digital trends and technologies in order to enhance the UO's digital presence.
- Actively maintaining a library of video, audio, photos and other content from UO concerts and events, including file management and cataloguing.
- Any other related tasks within the organisation as may be necessary.

Personnel Specification

Essential Requirements

- demonstrable ability to produce high quality, professional videos end-to-end.
- knowledge and experience in videography, editing and grading.
- advanced writing skills, with the ability to write scripts for digital videos.
- experience of using video editing software, e.g. Final Cut Pro.
- knowledge and experience of sound recording and production, including live environment.
- knowledge of multi-track mixing and recording.
- professional knowledge of relevant media platforms.
- ability to plan and schedule work in a timely manner to meet deadlines.

Personal Attributes

- ability to work with multiple teams and unsupervised as required
- curiosity about orchestral music and its successful delivery in the digital space
- strong personal effectiveness and time-management skills
- excellent written and oral communication skills
- positive and enthusiastic approach
- ability to persuade, motivate and inspire others to action
- ability to think creatively, strategically and innovatively
- ability to build and maintain internal and external relationships
- flexibility and willingness to work outside normal working hours and overtime, when deadlines demand
- capable of working under pressure
- willingness to help with tasks outside regular duties.

How to apply:

Please complete the attached application form and e-mail your application form and monitoring form to Bronagh Hughes at bronagh@ulsterorchestra.com, along with a portfolio of your work and/or link to your website.

The closing date is Monday 23rd November 2020 at 12pm.

Position start date: ASAP