



VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.

JOB DESCRIPTION

JOB TITLE:	Video & Photo Content Producer
RESPONSIBLE TO:	Creative Content Manager
DEPARTMENT:	Communications and Fundraising
INTERNAL RELATIONSHIPS:	Operations and Resources team, Supporter Engagement team, Mission Personnel, Department for World Mission
EXTERNAL RELATIONSHIPS:	Freelance photographers, videographers and agencies, various BMS partners and network hubs, Key Travel
LOCATION/TRAVEL TO:	<i>Hybrid / BMS Didcot with international travel: at least 1 day per week in the office</i>
JOB TYPE/HOURS:	Full time, permanent
GRADE:	5, <i>Senior Professional</i>

JOB OVERVIEW

As part of BMS World Mission's Communications Team, the Video and Photo Content Producer has responsibility for photo and video storytelling; capturing, collecting and organising the visual and audiovisual aspects of BMS' work across the globe, to share with the UK church.

This role leads on filming and photography for all content featuring BMS work, including both personally filming and taking photos, as well as acting as producer or director on shoots with larger teams or shoots located abroad. The Photo & Video Content Producer is responsible for liaising with internal stakeholders, BMS partner organisations, and story contributors to plan, prepare for and organise shoots, both those they attend onsite and those they coordinate remotely with local creative freelancers and agencies.

Under the direction of the Creative Content Manager, this role leads on video storytelling, creatively and compellingly capturing and editing short films about BMS work and telling the stories of beneficiaries for use in churches, on social media, on owned media channels and for PR.

The role is also responsible for editing and organising BMS' photo and video asset library and acts as key contact for photo and video collection and access for the wider team and organisation.

ROLE AND RESPONSIBILITIES

1. VIDEO AND PHOTO CAPTURE AND STORYTELLING

- Creatively capture and edit short films about BMS work, telling the stories of beneficiaries for use in churches, on social media, on owned media channels and for PR
- Capture and edit stories and video reports of mission workers on their visits to the BMS Didcot office, coaching and directing subjects in good storytelling and communication, approximately 12 to 15 occasions per year
- Capture video and photos on up to four international on-location story gathering trips per year
- Taking stunning photos to accompany stories featured in BMS' Engage magazine, quarterly fundraising appeals, social media channels, website and PR
- Liaise with internal stakeholders, mission workers and partner organisations to understand communications goals and fulfil story briefs, as directed by the Creative Content Manager
- Support Creative Content Manager and Writer in script writing and storyboarding
- Collaborate and contribute creatively to video content strategy for digital channels, exploring new ways BMS can use video to share stories with its audience, alongside Digital Communications Specialist and wider Communications Team

2. VIDEO AND PHOTO SHOOT PLANNING AND PRODUCTION

- Produce video and photo shoots, liaising with internal stakeholders, briefing BMS partner organisations and story subjects to plan, prepare and organise shoots
- Alongside the Creative Content Manager, plan, produce and coordinate video and photo aspects for up to four international on-location story gathering trips per year, both trips on which they will travel, and trips on which other staff will travel and work with local creatives
- Build ongoing relationships with BMS staff in Department for World Mission, BMS mission workers and supported workers, and partner organisations around the world with a view to gathering great stories with appropriate context, perspective, nuance and informed consent
- Act as BMS account manager and onsite director or producer on larger video projects requiring larger film crews, including assisting with live events alongside Senior Designer & Videographer
- Maintain and update BMS' video and photography equipment, studio, workflows and standard software, alongside Senior Designer & Videographer

3. GATHERING AND COMMISSIONING CONTENT FROM BMS WORK WORLDWIDE

- Contract, brief and liaise remotely with local photographers and videographers through Fairpicture or other contacts to capture BMS work throughout the year
- Brief BMS staff, mission workers and people pool members before trips to collect and capture photos and video and document informed consent, and collecting assets and corresponding consent and descriptions from them after trips
- Request and liaise with partner organisations on providing photo and video content with informed consent, providing forms and training, and inquiring about sensitivity issues
- Ensuring BMS has consent forms available in all target languages

4. VIDEO AND PHOTO ASSET MANAGEMENT

- Ensure secure reception and storage of photo collections and video footage from shoots and sent from mission workers and partners, uploading, titling, categorising and tagging assets in Resource Space, BMS' asset management system
- Ensure all photo and video assets have proper consent, credit, and subject information, seeking out any missing information and keeping collections up-to-date
- Curate BMS photo and video library, making creative and qualitative decisions on which assets are useful for BMS purposes, and should be kept or discarded in line with BMS policy

- Edit and select photo and video for particular projects and purposes, at request of project leads
- Act as key contact for photo and video collection and access for the wider team and organisation, including training other staff to use Resource Space effectively
- Maintain Resource Space functionality, implementing upgrades and improvements

5. OTHER DUTIES

- Work in accordance with BMS values, policies and procedures
- Participate in the development of organisational culture through prayer, staff away days, organisational events, training, and consideration for those we serve overseas and our UK supporter base.
- Other duties your line manager may from time to time consider necessary and suitable
- Specific learning and development opportunities that support organisational development
- Specific learning and development as agreed with your line manager related to your role

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Proven experience working as a videographer and photographer
- A portfolio of work which demonstrates compelling visual storytelling and ability to achieve current BMS style using different technologies and applications
- Understanding of key principles of visual storytelling, design and cinematography
- Experience following leads and conducting on-camera interviews
- Excellent knowledge of Adobe Premier and Photoshop
- Experience of delivering to brief, to specification and deadline, and to a high standard
- Experience of end-to-end creative project management
- Experience of managing relationships with other creative professionals and agencies
- Excellent analytical skills and strong interpersonal and communication skills in interpreting and articulating creative briefing, direction and critique in a clear and concise manner
- Experience of working on multiple projects to tight deadlines
- Ability to work in a multi-disciplinary creative team
- Excellent writing and speaking in English
- Keeps up-to-date on technical industry standards

Preferred

- Degree or formal training in Video Production, Media, Photography or related field
- International experience and experience working on cross-cultural teams
- Knowledge of Adobe After Effects
- Experience in creating video for social media and digital marketing
- Understanding and affinity with the key elements of ethical storytelling
- International professional experience and experience working on cross-cultural teams
- Experience of working with a multichannel, digital-first brand
- Experience with charity communications, including fundraising and appeals
- Understanding of polycentric mission and current trends in missions
- Awareness of current trends in Christian communications
- Understanding of BMS World Mission and/or Baptist churches

PERSONAL QUALITIES

Essential

- Self-starter comfortable seeking out and pursuing story contacts and opportunities
- Collaborative, adaptive and proactive worker, comfortable taking initiative and working flexibly in a small multi-disciplinary team
- Strong organisational and time management skills, with ability to prioritise multiple projects with various stakeholders and timelines
- Mature, professional and practical approach to resource management
- High standard of excellence and artistry and ability to recognise those in others
- Creative, innovative problem solver and strategic thinker
- Strong attention to detail
- Self-aware, comfortable with vulnerability and openness
- Curiosity and love of learning and meeting new people
- Resilient in unexpected situations
- Personal values align with BMS' mission, values, and goals as inspired by Jesus Christ
- Highest level of commitment to integrity, including respect and consent of subjects, taking confidentiality seriously and appropriately and upholding intellectual property rights

SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must have the right to live and work in the UK

The job-holder must be a committed Christian, fully in sympathy with the BMS vision statement.

SAFEGUARDING: A *basic* DBS check is required