

# WATERSHED

## Job Description

16 October 2017

**Job title:** Rife Editor (video content)

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and inclusion survey. Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

Watershed encourages applications from people of all backgrounds but particularly encourages applications from candidates from BAME backgrounds as they are currently under-represented within our staff team.

The closing date for all applicants is: **Fri 17 Nov**

Interviews will take place on: **Mon 4 Dec**

We will contact short-listed candidates before: **Mon 27 Nov**

Please note that if you have not heard from us by the agreed date, you have been unsuccessful and we are unable to offer you an interview.

Thank you for your interest in Watershed.

Yours faithfully

**Hannah Higginson**  
**Engagement Producer**

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*"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"*  
Zahra Ash-Harper, Pervasive Media Studio Producer.

**Position:** Rife editor (video content)

**Post-holder:** £25,000 - £28,000 (pro rata, depending on experience)

**Responsible to:** Engagement Producer

**Responsible for:** Online content creators

**Contract:** One year / 3 days a week

### **Purpose of Job**

Rife is an online platform co-created with young people - giving them a voice and covering the stories that matter to them. We develop young people's digital skills, confidence, experience and networks so they can thrive. We believe young people's voices should be part of the media landscape, so it is relevant and representative.

In the last 12 months we have seen a significant increase in views for our video content, so we are expanding our capacity to work with young people in this medium. The Rife editor (video content) will work alongside the existing Rife editor to co-create content with young people in order to build our online audience for video content. The role will be responsible for managing all video output by our in-house team of content creators, in partnership projects and for commissions

The Rife editor will join the team during an exciting moment of change – in April 2018, we will shift our focus being a from a council funded platform delivered through youth services to re-imagining our model with young people, embedded across the creative sector and building new relationships with funders.

### **Principal Responsibilities**

- Working with young people to facilitate idea generation, pre-production, production and edit of all online video production, ensuring Rife covers key events and stories for young people
- Manage in-house team of young content creators and their professional development
- Identify influencers and talent who could work on productions
- Establish and implement house-style and editorial guidelines for Rife video content
- Meet with online editor regularly to discuss workflow, editorial schedule and social media schedules
- Co-facilitate weekly editorial meetings
- Deliver Rife video partnership projects and commissions

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- Ensure consistency of quality across all videos
- Build relationships with 'mainstream' media outlets to place content and network young people
- Manage in-house camera kit, laptops and video archive
- Collate information for funders
- Contribute to the monitoring and evaluation of this programme
- Attend / fulfill training requirements and personal development targets to further your own personal development.
- Adopt safe working practices at all times, conforming to all relevant Health and Safety legislation and attend relevant training.
- Other duties as required

### Key Performance Indicators

- High quality video content is produced on time and engages audiences
- Positive working relationship with Rife team
- Develops young people's confidence and skills

### Person Specification

#### Skills & Experience

- Experience of working with young people to create content and develop talent
- Experience in producing quality online video with reach
- Experience of editing in Premier Pro
- Confident user of social media
- Confidence to work in a fast changing environment
- Shows initiative and positive approach to problem solving.
- Good level of I.T. literacy, preferably on the Mac platform.
- Cultural awareness and sensitivity to issues of inclusivity.

### Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

<b>Inclusive</b>	We are people led. We listen to and engage with the broadest range of people.
<b>Open and Honest</b>	We provide a culture and environment that is trusting, trusted and trustworthy.
<b>Make Things Happen</b>	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.

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<b>Entrepreneurial</b>	We are inventive, try new ideas, experiment, learn and share.
<b>Celebratory</b>	We celebrate culture, creativity and wonder.

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### Additional information:

- The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, previously known as a CRB check.
- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.



INVESTORS IN PEOPLE

Watershed is striving to be an equal opportunities employer.

Signed (Line manager):

Signed (Employee):

Date: