



Job Title	Filmmaker, Moving Image
Directorate	Collections and Governance
Department	Visual Resources
Reports to	Creative Producer Moving Image
Salary	£27,030 per annum (London)
Duration	12 months
Normal Working Hours	36 hrs net per week
Contract Type	Trading Company

We are one of the world’s leading authorities on conflict and its impact on people’s lives – from 1914 through to the present day and beyond. Our collections are filled with personal stories and experiences, inspiring powerful and often conflicting emotions. We aim to share these stories with as many audiences as possible across the world in a way that engages and challenges them, increasing understanding of why we go to war and the effect that conflict has on people’s lives. In other words, we expect our stories to change the way people think about war.

We rely on our staff to help us achieve this aspiration. You should be able to demonstrate the skills and competencies set out below, but equally we are looking for people who believe in what we do and who we are, and can treat every colleague, customer or visitor with respect, courtesy and honesty. We expect our staff to work flexibly and with enthusiasm. These are the qualities that make IWM such an extraordinary place to work.

Purpose of the job

As a part of the Visual Resources team, the job holder provides a high-quality professional imaging service to internal and external markets. For moving image production, it is a requirement that the post holder can deal with the whole range of duties from storyboarding, filming and editing through to processing for a variety of outputs.

The post holder is responsible for all post processing of their imagery using the Adobe imaging products or similar software on Apple Mac machines and proactively manages the data they keep for storage on the Museums server structures.

The post holder has a flexible attitude to working patterns as travelling and out of hours work (including weekends) is required.

Key duties

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will be expected to work across departments effectively, working with individuals, partners and where appropriate volunteers.

To identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

You will be expected to comply with corporate standards, and use corporate systems, processes and procedures– and undertake any necessary training as directed.

Support and facilitate public access to our collection, expertise and knowledge.

Develop, partake in and produce accessible material and activities aimed at engaging, informing, educating and enthusing our audiences and potential audiences in the collection and our subject matter, and mission.

In addition, your duties will include:

- Working independently or under art direction at all IWM sites or on location
- Work on Museum projects as set out in the Corporate Plan to hone the brief with clients and provide high quality imagery for every project.
- As job holder attend press calls and take high quality press and marketing content including gallery openings, social and events material. Liaise with customers on requirements for the shoot and facilitate the delivery of product. Where necessary assist with the permissions forms that allow imagery to be used by the IWM as part of its' marketing strategy.
- At all times post processing to the highest professional standards using the section's current software and ensure that content are properly captioned and have correct metadata entered before delivering to systems and/or clients in a timely manner.
- Undertake film assignments (from inception through to completion) as necessary using in-house and hired equipment, process material liaising with relevant parties to sign off.
- Ability to be creative and use initiative to produce films that are interesting and engaging
- High level of understanding and experience in production of audio both on and off camera.
- Understanding and experience of lighting techniques, types of lighting and colour balance
- Experience of a range of cameras and shooting techniques

General Duties

- The post holder will apply good housekeeping techniques to maintain server stability.
- Monitor the condition of equipment advising on faults or repair requirements. Exercise care and control of equipment ensuring safety and security at all times.

- Ensure that information regarding progress of customer projects held on the department database is accurately maintained.
- Be aware of the principles of accountability, care, and conservation and ensure that the collections are cared for within Museum guidelines.
- Remain vigilant at all times in the use of photographic and ancillary equipment, ensuring that health and safety guidelines are followed by self and others at all times.
- Liaise with staff and public to make arrangements for filming.

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Person Specification:

	Essential criteria	How this will be assessed
1	Degree level qualification in photography/filmmaking OR demonstrable experience as a professional photographer/filmmaker in a similar or comparative heritage environment	Application Form & Interview
2	Excellent computer literacy using Apple Mac OS	Application Form , Interview & Test
3	Professional use of Adobe imaging products (or similar) at current versions	Application Form , Interview, &Test
4	Knowledge and use of a wide range of high end digital capture equipment	Application Form & Interview
5	Professional skills in video both in the studio and on location	Application Form , Interview & Test
6	Aptitude to understand and use differing imaging software(s)	Application Form & Interview
7	Clean driving licence and an ability and willingness to drive to a range of UK and European locations	Application Form
Key competencies		
8	Continuous Improvement Takes a keen active interest in improving the services of IWM. Keeps up-to-date with changes and pro-actively solves problems.	Application Form & Interview
9	Results Drive Remains focused on priorities and does all that is necessary to deliver results. Adapts well to changing demands, overcomes obstacle and remains in control when under pressure.	Application Form & Interview
10	Team Working and Collaboration Demonstrates a team-orientated approach. Builds trusting relationships, freely shares information with colleagues and listens to other ideas and perspectives. Supports others and helps to create a productive working environment.	Application Form & Interview
11	Customer and Communication Skills Demonstrates a genuine desire to work with and serve the public. Engages positively with customers, develops a clear understanding of their needs and does all that is feasible to satisfy them.	Application Form & Interview
12	Promoting Diversity Takes an active interest in making the museum a rewarding place to visit or work for people from all backgrounds. Builds understanding and empathy with all people and challenges bias of all types.	Application Form & Interview
13	Financial Management Manages budgets effectively. Demonstrates a responsible attitude to available resources and uses them efficiently and effectively.	Application Form & Interview
14	Implementing Digital Developments in the Department Is digitally aware and responsible in own areas of work	Application Form & Interview

15	Communicating Effectively Communicates confidently and precisely when speaking and writing. Changes the style of communication to match the needs of those present. Listens carefully and gets to the key issues quickly.	Application Form & Interview
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Additional Information

Benefits

The benefits listed below are discretionary and IWM reserves the right, with due notice, to vary or withdraw them at any time. All such benefits apply during the course of your employment only.

- The annual leave allowance is 25 days per annum rising to 30 days after 5 years
- Access to our Pension Scheme arrangements including employer contributions.
- 20% discount in all IWM's on-site shops.
- A 25% discount in IWM's cafes.
- Free entry to all IWM Airshows at IWM Duxford.
- Free entry to a large number of other museums & galleries and their exhibitions which we have reciprocal arrangements with.
- Enhanced maternity and paternity benefits dependent on length of service.
- Access to our in-house training programmes and development
- Access to an interest free season ticket loan scheme
- Access to a Ride 2 Work Scheme
- Access to our Employee Assistance Programme, and Career Development Advice.
- IWM staff also have access to The Charity for Civil Servants services and support.
- Eligibility to join the Civil Service Sports Club, securing additional discounts and benefits.
- Access to social events run by groups with IWM.

Selection

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your application form gives a full but concise description of the nature, extent and level of the responsibilities you have held. The short-listing criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed on your application form. Applications by CV only will not be accepted.

To Apply

Apply online via our website www.iwm.org.uk/corporate/jobs

Please note we do not accept only CV's, you will be required to fill in an online application form.

The closing date for receipt of applications is 9am, Monday 24th May 2021.

Interviews will be held week commencing Monday 31 May 2021. Please note that the interview date(s) has been specifically chosen according to the availability of the panel. You are advised to keep this date free if you are interested in this vacancy. We are unable to reschedule interviews.

IWM is committed to a policy of Equal Opportunities.

We miss out when people feel IWM isn't for them, and are committed to removing and reducing barriers to make IWM open to everyone.

Our Access and Inclusion strategy has been developed to promote openness, equal opportunities to access, inclusivity and encourage diversity in everything that we do, from employment practices, the services we provide to our visitors to the facilities we make available to public.

At IWM we seek to address the need for greater diversity within our workforce as well as the wider museum and heritage sector. In all our practices we embrace diversity and promote equality of opportunity and we welcome applications from suitable candidates of all backgrounds.

IWM is committed to a policy of Safeguarding. This role will be subject to a DBS check.