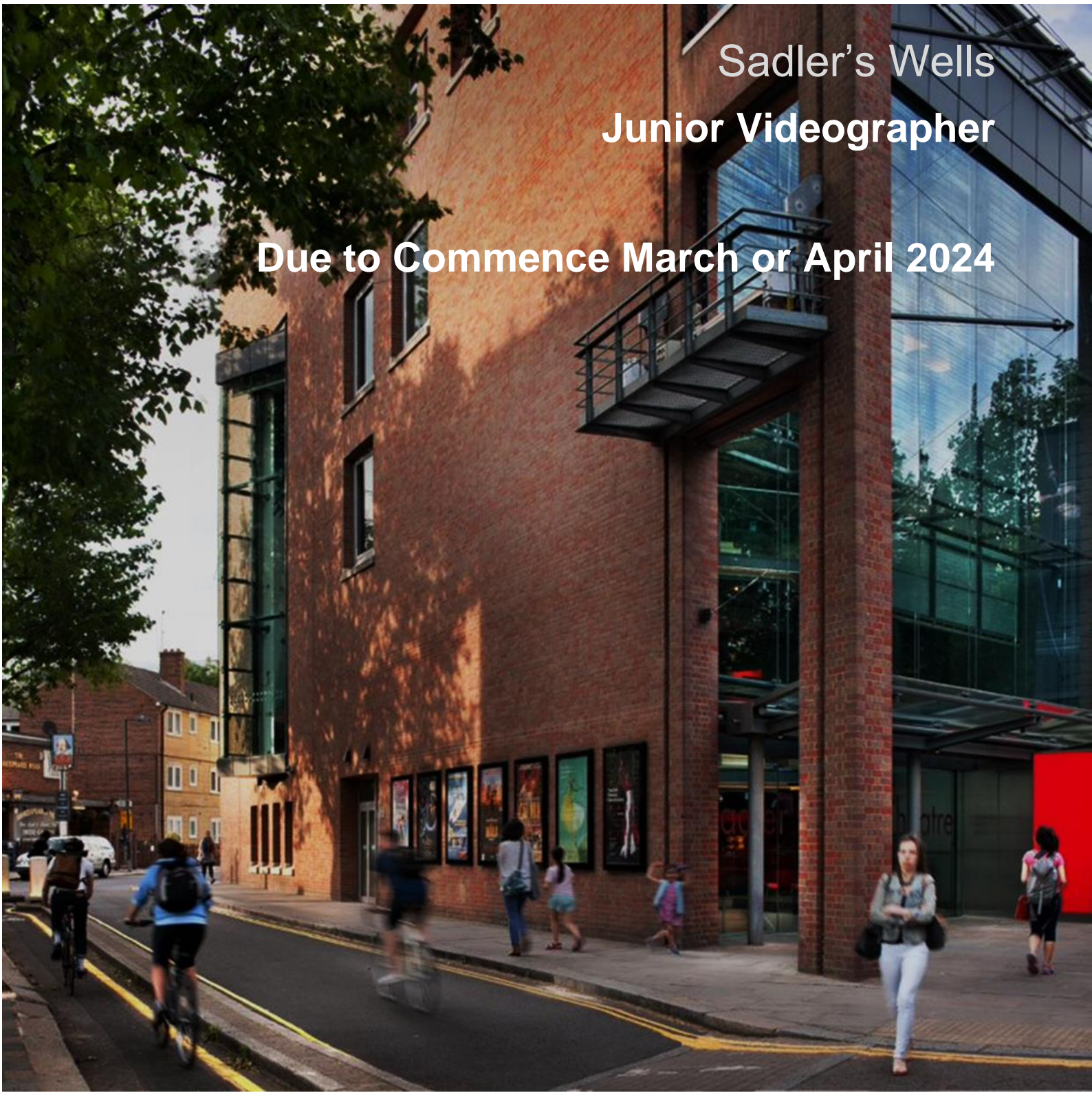


Sadler's Wells  
Junior Videographer

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Sadler's Wells  
Junior Videographer

Due to Commence March or April 2024



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## About us

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents, and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

More than half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Today Sadler's Wells consists of the Sadler's Wells Theatre (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

## Future Plans

Our fourth venue Sadler's Wells East will open in 2024 in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip-hop theatre academy, all planned to open in 2024 as well as facilities for the Rose Choreographic School and Academy Breakin' Convention.

## Artistic Programme

The artistic programme encompasses not only productions and presentations but also all our artist development, learning and participation and touring programmes. The vision is led by the Artistic Director and Chief Executive through the Artistic Programming Board which includes the Executive Producer, Associate Artistic Director, Artistic Programmer and Artist Development, Director of Learning and Engagement and Director of Breakin' Convention.

## Learning & Engagement/Breakin' Convention/Producing & Touring at Sadler's Wells

Our current learning and participation work reaches 20,000 annually and seeks to provide life enriching experiences through dance for people of all ages. The department aims to increase



access to the artistic programme at Sadler's Wells and supports, celebrates, and showcases the creativity of all the participants who engage in its activities.

## Our Values

### COLLABORATION



- We are encouraging and supportive
- We work as one collective team
- We listen and empower every voice
- We seek and value diversity of thought and experience
- We pool our knowledge, resources, and creativity
- We create opportunities to work strategically and in partnership

### EXCELLENCE



- We are ambitious and driven
- We make and share meaningful, exciting, and impactful dance
- We do the best we can each day
- We continuously learn and develop our skills
- We operate sustainably by managing our resources effectively
- We hold each other accountable

### INCLUSION



- We are brave and kind
- We create a safe place so colleagues can bring their full selves to work
- We celebrate and respect our differences
- We remove barriers to access or equality
- We actively address all forms of discrimination
- We engage and reflect the diverse communities we are part of

### INNOVATION

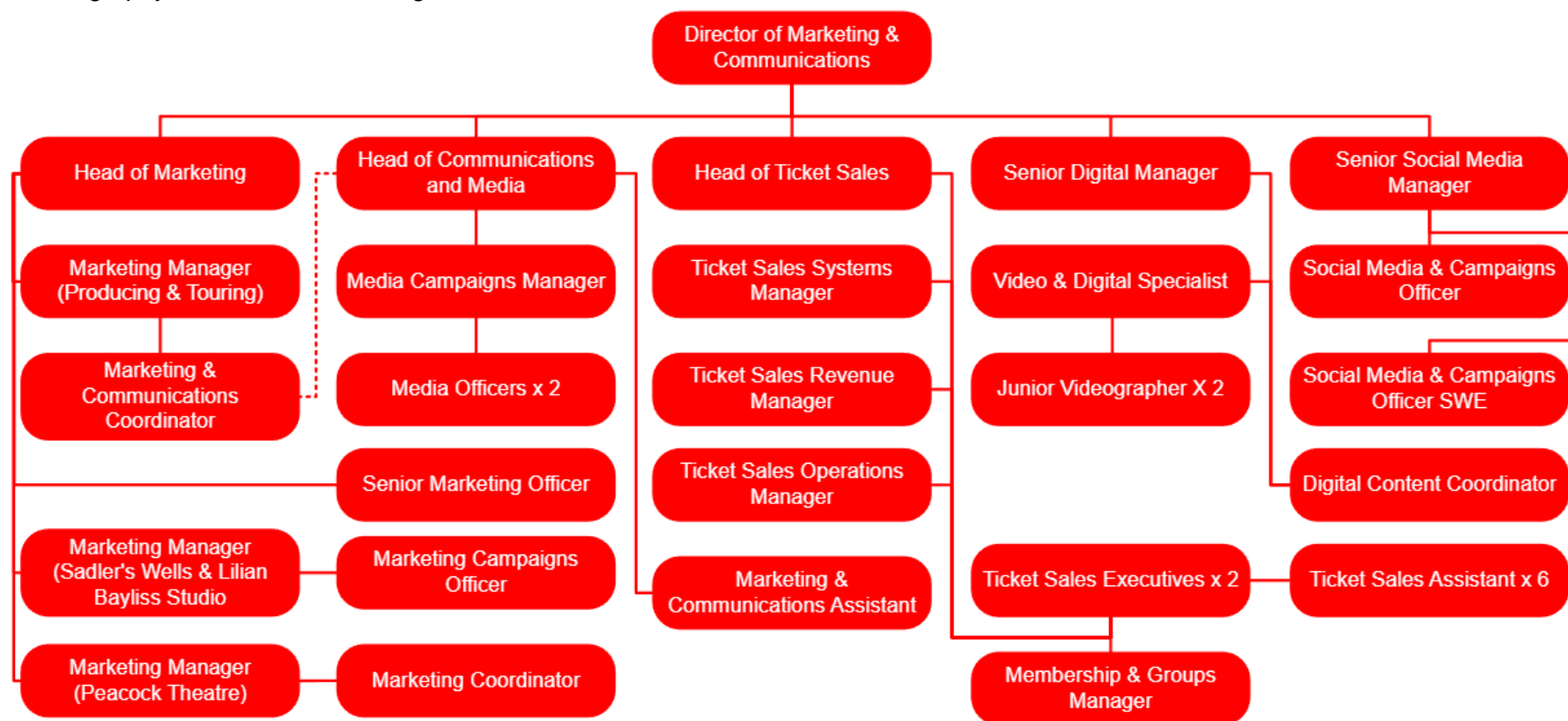


- We are curious and bold
- We find a better way in the every day
- We challenge and question why, and why not
- We take creative and calculated risks
- We cultivate ideas, try new things, and embrace change
- We learn and grow from our mistakes and successes

## The Department

The role reports into the Marketing and Communications Department and works on marketing and PR content and works for the Digital Stage & Content Department on video outputs and occasionally for other departments such as Development and Learning & Engagement. We are dedicated to making and sharing an inspiring programme of digital content and seamless online experiences and that enable global access to and engagement with dance and Sadler's Wells.

The Digital team supports artists and colleagues to make and share world-class digital experiences for audiences and participants. The core of our activity is focused on managing and maintaining the Sadler's Wells website, supporting the creation and distribution of digital content, and leading on in-house film making and video editing for our digital channels. The Digital & Web Team is headed by the Senior Digital Manager, and comprises the Video & Digital Specialist, Videography Assistant, and the Digital & Content Coordinator.



# The Role

This role is due to commence in March or April 2024.

The Junior Videographer role is responsible for:

- Filmmaking and editing of video content for marketing campaigns, ensuring high quality and consistency of video assets for Sadlers Wells digital channels.
- Running small scale shoots and editing video content for key organisational projects to help achieve the mission and vision of Sadler's Wells.
- A part of this role will also include producing impactful trailers using pre-provided footage from dance companies, often with a short turnaround.

You will be a core member of the Digital and Content Teams dedicated to producing and delivering digital content and experiences that inspire, inform, and engage people globally through dance.

The Junior Videographer reports to the Video & Digital Specialist.

# What are my responsibilities?

## Videography

- Support the mission & vision of Sadler's Wells by creating compelling video content that drives global awareness and participation in dance experiences.
- Shoot & edit highly engaging marketing video content (e.g., audience reaction 'vox pops') to assist in the promotion of visiting shows and work responsively to marketing needs.
- Edit, brand & upload promotional marketing videos that showcase our artistic programme, ensuring high quality and consistency across all assets for Sadler's Wells digital channels.
- Set up professional camera, audio & lighting equipment for film shoots to ensure high quality video production for in-house content creation.
- Assist Video & Digital Specialist with technical support and set-up of spaces during film shoots to enable delivery of large-scale in-house video productions.
- Use After Effects to create and animate graphical content for promotional trailers, front of house screens & general marketing activities to help engage new audiences with the in-house programme and digital stage.
- Assist with the creation, production, and distribution of video content to support organisational projects and ensure success of core communication objectives.
- Create marketing and organisational content for Sadler's Wells in-house signage system so that visitors to the theatre are given accurate and relevant information.
- Resize & compress video content for different social media & digital platforms, so we can provide tailored content for each channel.
- Assisting with maintenance of video camera equipment, ensuring hardware is properly handled for safe and effective use during shoots.
- Assisting with maintenance of the video archive for all past Sadler's Wells shows and video projects, including the labelling and filing of all raw footage.
- Use efficient media management processes for effective organisation of Sadler's Wells video projects, particularly for large scale season announcements to ensure safe and comprehensive archival and that folder structures are easy to navigate.
- Subtitle content to meet our commitment to increasing accessibility on our digital platforms.
- Support with researching best practice in video production, accessibility, and social media trends to support our goals for continual improvement and growth in video creation.
- Create video presentations for internal and external communication (e.g., Artist/Artistic Director/Chief Executive talks) that illustrate the important work that we both create and support in the dance sector.

## Administrative

- Follow Sadler's Wells video production guidelines to assist with administration of organisational video projects to optimise success and ensure smooth delivery of projects.
- Conduct administrative work generated by the above activities.

## General

- To cover for the Video & Digital Specialist where necessary
- To assist other departments with their video needs e.g., converting, compressing, transferring
- Work flexibly according to project demands and crunch points during the year to ensure effective scheduling of half-time hours.
- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion, and Innovation, being aware of the influence and impact you can have in Sadler's Wells
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to perform duties and responsibilities regarding Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include aiding with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*



# Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

## Skills and Experience

### Essential

- Experience in video editing in Adobe Premiere Pro & After Effects
- Experience in using professional camera & audio equipment.
- Experience in using graphics software such as Adobe Photoshop
- Proficient in digital media handling, with an understanding of media type compatibility, codecs, conversion, and compression
- Thrive working collaboratively with internal and external filmmakers, content producers and project managers.
- Efficient time management, ensuring project timelines are realistic, and deadlines for content are met.
- Experience in uploading to and managing video content on platforms such as YouTube or Vimeo
- A good working knowledge of Instagram, Facebook, Twitter, and YouTube
- Competent in Microsoft Office
- An understanding of digital accessibility
- Able to work with a high degree of accuracy.
- Initiative-taking, able to work with minimum supervision and a desire to develop new skills.
- Able to meet tight deadlines and work on multiple projects simultaneously.
- Must currently hold the right to work in the United Kingdom

### Additional, but not essential

- Experience of using & editing motion graphic templates
- Experience of animating video and text graphics in Adobe Premiere Pro & After Effects
- Understanding of creative story telling techniques in video production
- Experience of using CMS platforms
- A passion for the arts, especially dance

If you do not have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.

## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures, and languages, so we see ourselves in each other.

- You will be offered a salary of £12,428 (£24,856 pro rata) based on a 17.5-hour week plus an additional paid meal break each day
- You will get 5 weeks annual leave
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

## Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences, and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**We welcome all applications by 11:59pm GMT on Sunday 21 January 2024. Interviews will take place on 31 January 2024.**

