



**Westminster
Abbey**

Application pack



Digital Content Producer

Salary £39,000 per annum

**Full-time - Permanent
40 hours per week**

Westminster Abbey

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About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560. The Abbey is formally known as the Collegiate Church of St Peter in Westminster, and Minor Canons are appointed by the Dean as members of the College.

We are a welcoming community, but also complex and multi-faceted, with over 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement.

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Values

We have three guiding principles:

- We are a **community**.
- We are sustained by **hope**.
- We strive to be **faithful** in all that we do.

Following the State Funeral of Her late Majesty Queen Elizabeth II and the Coronation of Their Majesties The King and Queen, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract approximately 1.4 million visitors from around the world every year. As we receive no regular income from the State, the Church of England or the Crown, we rely almost entirely on income from visitors.

It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.

Job description

JOB TITLE:	Digital Content Producer
ACCOUNTABLE TO:	Communications & Digital
KEY RELATIONSHIPS:	Communications & Digital, Contracted suppliers, IT, Learning, Engagement, Abbey Institute, Head of Retail, HR, Minor Canons, Collections, Music, Clerk of the Works, Vergers, Ecommerce Manager.
JOB SUMMARY:	You will support the Lead Digital Content Producer to create high-quality creative content that appeals to our key audiences: royal, arts, heritage and faith. In addition, you will work with the Digital Content and Streaming Manager on our growing ambitions to increase the global engagement with our streamed services and events.

MAIN DUTIES AND RESPONSIBILITIES:

- Work closely with the Lead Digital Content Producer and the Digital Content Managers to support content development and project delivery.
- Plan, film, and edit video and graphics content to support the Abbey's activities, both internally and externally, ensuring it is suitable for the intended channels and can be reused effectively.
- Support and help grow the audience for streaming services and events.
- Capture stills photography, including at Abbey services and events.
- Support the reuse and repurposing of content from pre-recorded and live services and events across digital channels.
- Contribute creative ideas for content development and assist with wider digital projects.
- Follow established production standards for video, audio, and graphics to maintain consistent quality across the organisation.
- Provide input on creative content opportunities as requested.
- Assist in maintaining and enhancing the Abbey's digital content offering to visitors and worshippers.
- Support Abbey teams with content production, editing, and monitoring of outputs, providing information for evaluation and reporting as required.
- Undertake other responsibilities as directed by senior colleagues.
- Keep up to date with industry best practice and share these insights with the team and across the Abbey, where appropriate
- Work on your own initiative during occasional evenings and at weekends.
- Use data and analytics to assess the performance of content and to help shape future content creation.
- Manage day-to-day running of the Abbey 's YouTube channel, including creating thumbnails, A/B testing and managing listings.
- Assist the Digital Content and Streaming Manager with the administration and logistics for streaming engineers and third-party AV provider.
- Manage storage and archiving of footage and streamed services.

Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

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Education/Training/Qualifications

- Evidence of professional training offered by relevant organisations.

Experience/Knowledge/Skills:

- Proven ability in professional video production, delivering short and long form films (including talking heads, B-roll and live footage).
- Proven experience filming and editing high-quality video content, ideally with cameras such as Sony FX6 or A7Siii.
- Ability to capture stills photography from events.
- Effective communication and contributor management, including building strong relationships with contributors and internal departments.
- Able to deliver compelling creative content using industry standard tools such as Adobe Premiere Pro and Adobe Photoshop
- Proven experience creating engaging content, including video, audio, graphics and animations, to be used in digital campaigns and broadcasts
- Knowledge of narrative style, video requirements and trends on social media channels such as Facebook, X, YouTube, LinkedIn and Instagram.
- Good understanding of content optimisation and how to achieve best results.
- Experience supporting the development of consistent approaches to video, audio and graphics production.
- Experience working with participants who are not confident on screen, bringing out the best in them on camera
- Experience helping to coordinate filming schedules, preparing briefs, planning shoot timings, and supporting participants as well as basic lighting and sound needs.

Aptitudes:

- Ensure good cross-departmental collaboration across all areas of your work.
- Ability to convey complex information in a simple and concise manner.
- Ability to develop good relations and influence people quickly.
- Ability to thrive under pressure.
- Ability to work in a small team within a complex organisation.
- An understanding or willingness to learn about the role of Christian worship .
- A willingness to show initiative and accept responsibility in the absence of the line manager.
- A sympathy with the mission of the Abbey and its role as a Christian church.
- Ability to act as an ambassador for the Abbey and Communications and Digital team.
- Ability to think on your feet, adapting to the Abbey as a busy church with multiple priorities.

DESIRABLE

- Experience working in a technical capacity in a live studio during broadcasts.

Working for us

Employment Status

This post is permanent.

Salary

The salary is £39,000 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

Working Hours

These are 40 hours per week. The normal arrangement of working hours is 9am to 5pm Monday to Friday however the postholder will be required to work hours that suits the needs of the organisation.

Annual Holidays

The full-time holiday entitlement is 33 days per annum (including Bank Holidays).

Training

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Uniform

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

Equality statement and How to apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please complete the online Equal Opportunities Monitoring Form along with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a basic level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

How to Apply

You can apply online via our careers portal. Please note that CVs on their own will not be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.