



## ***The* OXFORD UNION SOCIETY**

### **Digital and Audio-Visual Manager**

Full Time (40 hours per week, including meal breaks)

Salary £30,000 - £35,000

**Closing date Mon 15<sup>th</sup> August 2022**

**Interviews Mon 22<sup>nd</sup> August 2022**

The Oxford Union Society is an internationally renowned institution that, in addition to the opportunities it offers its members to develop and practise their own debating skills provides an outstanding library and a wide range of club and social activities. The Union regularly hosts at its debates and speaker events some of the most influential people of our time, including Royalty, Heads of State and government leaders. For many students, the Union is a central part of their Oxford experience, and our alumni reflect this.

The Union is entering a period of growth and renewal as we look forward to celebrating our Bicentenary in 2023. We have an established YouTube channel with 1.6 million subscribers and social channels with over 100,000 followers. We are bringing our digital management in-house, offering a unique opportunity to manage and grow the brand through content creation and promotion of an established institution with global reach. Our goal is to grow our YouTube channel to 10 million plus subscribers within the next five years, generating revenue to grow the society, care for our buildings and upgrade facilities for members and guests. This role will involve working with and alongside some of the best known celebrities, politicians, thinkers and influencers of our time so a calm, confident, and professional demeanour is required. Knowledge of and previous experience of managing social media channels as part of a holistic digital approach would be advantageous.

For further details, including application details, please see below. Applications are particularly encouraged from women, ethnic minorities, disabled and other groups with a protected characteristic who are currently under-represented on the Union's staff.

## **The Post**

This is a new post which offers the successful applicant an opportunity to shape and own the role. Key to the Union's future success, the Digital and AV Manager will have a thorough understanding of the technical aspects of capturing, editing, and streaming live events. A sound working knowledge of associated kit and equipment is required for set up and strip out, maintenance, and trouble-shooting to ensure serviceability and availability of equipment. The role encompasses the management of the Unions YouTube channel with the target of reaching 10 million plus subscribers within the next five years. You will also be responsible for co-managing our social media channels with the Development Officer to deliver a holistic digital environment to maximise revenue generation while delivering outstanding and informative content. The role requires a creative approach grounded in pragmatism and the ability to work independently and as part of a team. The Digital and AV Manager will be responsible for the management of sub-contracted camera operators, managing cost to budget, and continually seeking improvement with a growth mindset.

## **Main Duties**

The main duties of this post are to:

### **1. AV Operations**

- a. Plan and deliver professional quality live audio-visual events
- b. Edit and upload content tailored to specific channels in a timely fashion, ensuring consistency of brand while reacting to subscriber demand
- c. Operational knowledge of audio-visual hardware and equipment, including basic maintenance and troubleshooting to ensure serviceability and availability
- d. Management of contractors/ sub-contractors within budget to capture content
- e. Responsible to the Bursar and Librarian in Charge for the full range of the digital media project cycle: initiation, planning, production, refinement, delivery and archiving

### **2. Communication and growth**

- a. In partnership with the Development Officer manage and own the social media channels to create a holistic digital environment, drive growth, and increase revenue generation
- b. Develop digital innovation and marketing products to capitalise on opportunities
- c. Develop and promote brand identity
- d. Maintain an awareness of current trends in social media, digital platforms, user generated content and e-communications to assess and act on opportunities

### **3. Other tasks**

Undertake other tasks as may reasonably be required, in consultation with the Bursar.

## **Person Specification**

Essential:

1. Demonstrable experience of creating engaging AV content
2. Demonstrable experience of audio-visual systems and facilities management
3. Able to handle a diverse and complex workload, flexibility and being able to prioritise effectively are key to the success of this role
4. A-level or equivalent qualification in a relevant field
5. Excellent communication and interpersonal skills, with vision and creativity

6. Organised and efficient
7. Effective problem solver with the ability to exercise judgement where required
8. A highly methodical and accurate attention to detail

Desirable:

1. Experience of building and maintaining an extensive network of stakeholders
2. Experience of working in a higher education environment

Please note this role is located in Grade II\* and II listed buildings. The buildings are currently only accessible via stepped access and although we will seek to make accommodations wherever possible, good physical mobility is required.

### **Conditions of Employment**

This post is full-time (40 hours per week, including lunch breaks) and subject to a probationary period where your suitability will be assessed further. A degree of flexibility is required and can be accommodated by mutual consent to cover deliveries, contractors, and personal life. The Union is generally closed for two weeks at Christmas, a week at Easter and two weeks in the Summer. In addition, the post holder will have 10 days' elective holiday entitlement, totalling 30 days plus 8 bank holidays. These elective days must be taken during the University vacation period and by arrangement with the Bursar. You will also be automatically enrolled in our contributory pension scheme and entitled to free lunch (to a fixed value) during University term time when the kitchen is open.

### **Applications**

Applications consisting of CV with covering letter and the names of two referees, whom we may contact in the event that you are shortlisted, should be emailed to [careers@oxford-union.org](mailto:careers@oxford-union.org) with the subject 'Digital and AV Manager Application'.

In accordance with its Equality Policy the Oxford Union is strongly committed to being an open, diverse, and inclusive society and to ensuring that decisions on the recruitment, selection, and any promotion of staff within the Union are consistent with this policy.

As part of that commitment to ensure that those who are employed by, or seek employment at, the Oxford Union Society are treated equally and that we treat equally all applications and avoid any discrimination involving 'protected characteristics' under the Equality Act 2010, we therefore invite all applicants for employment at the Oxford Union to complete and submit an equality monitoring form, [found here](#). This will be processed separately from your application on an anonymous basis and will not be visible to those involved in making decisions on the appointment.

The deadline for applications is Monday 15<sup>th</sup> August 2022 with interviews and written tests held on Monday 22<sup>nd</sup> August 2022.