

Think
new things
Make
new connections

Digital Content Producer and Operator (full time)

The opportunity

An exciting opportunity has arisen within the Ditchley team for someone to take on a new role of Digital Content Producer & Operator to support and develop the organisation's use of the 'Bridge', a state of the art video conferencing facility.

The Organisation

For over sixty years the Ditchley Foundation has brought influential and expert people together from across the globe to help redefine and renew our society, democracy and alliances. This is achieved through a programme of discussions ranging from small group sessions to large scale annual events. Until March 2020, the majority of these events were hosted in-person at Ditchley's home, Ditchley Park, a Grade I listed stately home in West Oxfordshire. Even before the emergence of COVID-19, Ditchley was developing a technological solution which would enable virtual participation in Ditchley discussions from around the world, in part in response to the obvious need to reduce international travel.

With vaccination programmes underway around the globe, the possibility of a resumption of some in-person events at Ditchley returns. However, it is envisaged that all events in future will retain a virtual element ensuring that the 'Bridge', as it has become known, will be a defining tool as Ditchley emerges from the pandemic.

More information about the Foundation and its home Ditchley Park can be found at: www.ditchley.com.

The Bridge

The pandemic fast-tracked many of Ditchley's digital initiatives. The 'Bridge' is the most important of these, delivering studio quality facilities hidden in a beautifully restored eighteenth century Library. The 'Bridge' is a bespoke solution, combining a high- quality LED video wall, video wall processor, vision mixer, audio mixer, media player, wireless conference audio system, radio mics and PTZ cameras, integrated by means of an array of software.

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DITCHLEY

Job Description

Under the direction and line management of the Major Events and Projects Lead, Katie Williams, this new role will provide first line support for the operation of the 'Bridge' together with support for all AV provision at Ditchley Park, and occasionally at other locations.

Aside from the technical and operational elements of the role, the post holder would be encouraged to draw on their creativity to produce video content for promotional purposes, for use during events and the Ditchley online platforms.

The purpose of the role:

- Provide a central knowledge resource on all aspects of the 'Bridge', this will range from the core technology, routine operation, planning and preparation for events, to future technical and creative developments.
- Provide high quality and responsive 'technical operator' duties to support live events that could be virtual, hybrid or in person.
- Provide a friendly and efficient 'floor manager' function, for 'Bridge' participants both virtual and in-person.
- Liaise with the Ditchley team and private hirers to establish IT/AV requirements and provide advice and support to ensure a successful outcome.
- Communicate with colleagues and private hirers during an event to ensure that all late changes and additions can be catered for and to communicate changes to colleagues to ensure the smooth running of an event.
- Produce short 'promo' packages from original concept, filming, editing and distribution. These could be for Ditchley conferences or private events.
- 'Top & tail' material from conferences and contributors to align with Ditchley editorial values.
- Ensure that all rooms/venues are set up with the right equipment and securely in line with H&S procedures.
- De-rig equipment efficiently, safely and in timely fashion.
- Ensure that all AV equipment is used safely and correctly by colleagues, freelance staff and clients.
- Liaise with external suppliers where necessary with regards to procurement and to ensure SLAs are met.
- Undertake first line maintenance and liaise with an external service provider to identify and resolve technical issues.
- Establish effective production workflows to support both live and post workstreams, with suitable metadata to enable easy retrieval and access by all Ditchley users.
- Establish an effective MAM system that is resilient, robust and integrates with the production workflows.
- Support the wider Ditchley team with any other duties appropriate to the primary purpose of this role.

Person Specification:

The main aim of this role is to take day-to-day responsibility for the operation, testing, and maintenance of the Ditchley 'Bridge' and other AV equipment, and also to produce video content as outlined above.

Essential attributes required are:

- Excellent 'live' operational skills, using multi camera, audio & vision mixers, video processors and media players.
- Good technical awareness of IT/AV broadcast systems.
- Excellent communication (written and verbal) and problem-solving skills.
- Ability to lead on all aspects of the Bridge as a Director, FM, TM, VM and LD.
- A willingness to work outside of normal office hours as required, with appropriate time off in lieu.
- To embrace Ditchley values and 'Think new things'.

Please note that due to the nature of this role, the postholder would be based primarily at Ditchley Park, Oxfordshire.

Desirable:

- Experience of working in a 'live TV' environment
- Experience of working across multiple broadcast disciplines (VM, Cams, Sound, Editing)
- Experience of single camera filming and editing
- Experience of producing 'packages' with a clear and concise narrative.
- An understanding of the core underpinning technologies of modern IT and AV systems
- An interest in the world we live in from a political, business and environmental perspective.

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