MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Video and Production Manager

Department: Marketing, Communications and Digital
Reporting to: Digital and Content Lead
Contract: Permanent

DIMENSIONS OF ROLE

Hours: 09:00hrs to 17:00hrs, Monday to Friday (inclusive), including one hour unpaid lunch on each day worked; making a total of 35 working hours per week.

KEY PURPOSE OF ROLE

The Video and Production Manager will be responsible for producing, filming and editing Club wide video requirements; including producing content for digital channels as well as providing ideas and solutions to achieve Club wide commercial objectives.

Alongside video production they will also manage the Club’s live streaming events including presenter-led content and Member events, both on match-days and throughout the year.

They will act as a point of contact to the wider organisation, oversee all external video agencies and manage the video archive.

KEY TASKS AND ACCOUNTABILITIES

- Lead on the creation and implementation of the Club’s video content strategy across all departments.
- Film, edit and produce content to be used across the Club’s digital platforms and social channels via Adobe Premiere and After Effects.
- Consider the Club’s strategic objectives to produce content that will help all departments achieve their commercial goals, whilst adhering to the brand guidelines.
- Oversee and advise on the delivery of our live-streamed digital events including Member Events, AGM, Cowdrey Lecture and pre-match shows.
- On match days to manage freelancer support, create quick turnaround content for social channels and manage live video requirements.
- Recommend and manage production, video and streaming agencies as applicable.
- Manage our video content and update the DAMS as appropriate so video content is tagged correctly and easily accessible for the team.
- Act as a point of contact to the wider organisation. Advise on appropriate use of visual activity, ensure effective collaboration between teams and provide hands-on support as required.
- Advise ideas and solutions to creative briefs and campaigns.

This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.

VARIATIONS OF JOB RELATING TO MAJOR MATCHES

- Attendance at all major match days, including weekends.
- Any other duties as required whether in the Department or elsewhere around the Ground.
VALUES AND BEHAVIOURS

SMART
- We make informed decisions
- We cut out inefficiency and complexity
- We ensure that everything we do looks, sounds and feels high quality

ATTENTIVE
- We are welcoming hosts to people of all cultures and backgrounds
- We pride ourselves on impeccable manners
- We work with other organisations for the good of the game

ORIGINAL
- We set our own high standards
- We constantly seek out better ways of working
- We encourage people to be imaginative in their work

HEALTH AND SAFETY
- At all times be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures
- To report any unsafe practices, equipment or circumstances as appropriate.
- Comply fully with relevant security policies and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden

PERSON SPECIFICATIONS, SKILLS AND QUALIFICATIONS

Essential
- Good working knowledge of Adobe Premier Pro and After Effects
- Ability to shoot using a wide variety of filming equipment including Sony FS5 and Sony A7
- Good project management experience.
- Excellent communication skills.
- Experience of managing multiple stakeholders/agencies, both internal and external.

Desired
- Appropriate professional qualifications.
- Experience running live production including vision mixing and encoding.
- Strong knowledge of social media channels and digital platforms.
- Good knowledge of cricket.

Written by: Katie Maier & Danis Roberts

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WORKING AT MCC

Gym | Canteen | Pension | Flexible Hours | Tickets | Maternity | Health Insurance | Cycle to Work | Holiday