

**HALLÉ CAREERS**  
**VIDEO PRODUCER**  
**FULL-TIME PERMANENT**

**JOB DESCRIPTION**

**Summary**

Reporting to the Digital Manager within the Communications department, the Video Producer will be responsible for high quality video content creation to support the continual development of the Hallé's digital and social media presence.

The role will assist an active promotion of the Hallé's concerts and events (led by the Communications team). It will also showcase the activities across the wider Hallé family.

This post offers an excellent opportunity to work as part of a team, to build your video portfolio and to be creative.

**Salary and Benefits**

The salary for this position is £20,000 p.a.. Other benefits include an excellent contributory pension scheme and a health insurance scheme.

**KEYS TASKS**

The key tasks of the Video Producer are to:

- plan, produce and deliver video content covering all facets of the Hallé
- lead in content creation, such as rehearsals, interviews, podcasts and live concerts
- tailor video content for Hallé's social media channels
- work as part of the Communications team on the digital promotion of concerts and events
- provide any video / digital support for colleagues
- assist the Digital Manager when required

## PERSON SPECIFICATION

### Essential criteria, skills and abilities

- relevant experience in video production and post-production in a professional environment
- proficiency in Adobe Creative Cloud Suite, especially Premiere Pro, After Effects, Photoshop, & Illustrator
- proficient at desktop and mobile OS'es (Mac, Windows, Android, iOS)
- proficient at audio editing software such as Audacity or Adobe Audition
- in-depth knowledge in handling of modern video equipment and confident operation of AV equipment (e.g. digital camcorders, digital SLRs, lenses, smart devices, microphones, audio recorders), both technically and creatively
- be thorough in handling projects from start to finish – from conceptual → planning → storyboarding → filming → post-production → gathering feedback → publishing
- excellent communication skills with internal staff (orchestra musicians and office staff) and external stakeholders (industry peers and visiting artists), ability to stay calm, composed and positive
- copy writing and producing accessible digital content, especially for social media channels
- have a clear understanding of digital and social media channels, and the communication opportunities within these areas
- good organisational skills, good timekeeping, be able to multitask, prioritise workload and meet tight deadlines
- understanding and awareness of IP and copyright surrounding artists and performances
- ability to work both individually as well as part of a team
- strong attention to detail, with a good eye
- when necessary, willingness to carry out tasks at short notice, and sometimes during out of office hours

### Desirable skills and abilities

- experience in the arts / charity sector
- experience in digital photography
- experience in handling corporate social media channel(s)
- commitment and ability to travel
- experience in video animation
- experience in Wordpress, and basic web language knowledge e.g. HTML and CSS
- an understanding of web metrics, e.g. Google Analytics and the dissemination of data
- an interest in the arts and classical music
- an interest in new technologies e.g. 360 videos, AR/VR content
- ability to think outside the box

## BACKGROUND

### The Orchestra

The Hallé was founded by the pianist and conductor Charles Hallé, and gave its first concert in Manchester's Free Trade Hall in 1858. The Hallé has a permanent contract strength of 80 players (though regularly plays at 90+), and gives around 75 concerts each year in its home, The Bridgewater Hall, some of which are repeated programmes. The Hallé also performs approximately 50 other concerts outside Manchester in venues throughout the UK and overseas. The Hallé has numerous associated ensembles including the Hallé Choir, Youth Orchestra, Youth Choir, Childrens' Choir.

### Associated Artists

Music Director, Sir Mark Elder, only the ninth Principal Conductor in the Hallé's long history, is in his nineteenth season with the orchestra and conducts around 20% of the Hallé's programmes. The Hallé frequently tours abroad and there are future plans for tours to Europe. Jonathan Heyward is our Assistant Conductor and works closely with Sir Mark Elder, taking direct responsibility for the Hallé Youth Orchestra. Lyn Fletcher is the Leader and Paul Barritt is the Permanent Guest Leader.

## CONTACT US

Don't hesitate to contact the following Hallé members of staff to assist any of your application queries.

For information on the application process:

- Senior PA
- [exec.pa@halle.co.uk](mailto:exec.pa@halle.co.uk)

For any information regarding the role:

- Bill Lam, Digital Manager
- [bill.lam@halle.co.uk](mailto:bill.lam@halle.co.uk)

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