

Job Description

Role Title:	Research Media and Engagement Assistant
School / Dept:	Faculty of Social Sciences, Humanities and the Arts for People and the Economy
Reference:	MPF4195
Grade:	Grade 4
Full or Part time:	Part time
Hours:	0.4 FTE
Reports to:	Project Lead, Nested Cinema

Overview

The role sits within Nested Cinema, a research project funded through an Arts and Humanities Research Council (AHRC) Catalyst Award and based within the Faculty of Social Sciences, Humanities & The Arts for People and Economy (SHAPE), reporting to the Project Lead. The post-holder will also work closely with members of the project team, particularly colleagues supporting the project's impact and engagement activities, but will also develop effective working relationships with the project's partner organisations, including Cultplex and Abandon Normal Devices (AND), and with filmmakers and members of the public who take part in the project.

Nested Cinema develops layered, immersive film experiences for existing cinema venues, combining film with light, space, sound and virtual reality. This role will create social media and other audio-visual content for the project, maintain the project's social media channels, and support contact and outreach with members of the public, filmmakers and partner organisations. The post holder will also use audio-visual equipment to help film events and interviews, including during Nested Cinema showcases, workshops and exhibitions. Through effective coordination of these activities, the role will help ensure that the project communicates with its audiences regularly and consistently, and that evidence of its public engagement and impact is captured accurately.

The role would suit a recent graduate of a film or media course, or someone with equivalent experience, who enjoys creating content, is confident learning new systems and tools (including the latest AI tools), and takes pride in supporting processes accurately and effectively. They will be comfortable following agreed procedures, keeping records up to date, and providing helpful day-to-day support to colleagues.

Are you someone who enjoys creating films and content and keeping things running smoothly? In this role you'll support the research team with filming, editing and sharing the project's work, keep social media channels and contact records accurate and up to date, and help maintain consistent workflows. You'll also have the opportunity to learn new systems and ways of working (including developing an understanding of practice-based research and immersive cinema technologies), improve guidance and templates, and contribute to making the project's public engagement and impact activities as effective and well organised as possible.

Role Purpose

The post holder will provide reliable and accurate support primarily for the creation of social media and other audio-visual content for the Nested Cinema research project, and for the day-to-day maintenance of the project's social media channels. The role will also coordinate contact and outreach with members of the public, filmmakers and partner organisations, and support the filming of events and interviews as part of the project's research and impact activities. The role involves following established procedures agreed with the Project Lead, including the project's communications strategy and research ethics approval, maintaining accurate records, and supporting academic and professional services colleagues to ensure content and engagement activities progress in a timely manner.

Principal Duties & Responsibilities

1. Content creation and social media

- Create social media and other audio-visual content for the project (e.g., short-form video, trailers, behind-the-scenes and explainer content, photography and graphics), ensuring that tasks are completed according to set procedures and deadlines.
- Maintain the project's social media channels (e.g., Instagram, LinkedIn, YouTube and X), scheduling posts in line with the project's communications strategy and tone of voice. Monitor activity, respond to routine messages and comments, and escalate issues where appropriate.
- Develop a good understanding of the information provided by social media analytics and use this to assist the project team in selecting suitable content and approaches.
- Apply current AI tools to make the creation, editing, captioning and scheduling of content more effective, in line with University guidance on approved tools and data protection.
- Contribute content for the project website and newsletter, ensuring that video content is accessible, including through the use of captions.

2. Filming and post-production

- Use audio-visual equipment to help film events and interviews, including during Nested Cinema showcases, filmmaker workshops and public exhibitions.
- Coordinate with the project team, venues and interviewees to organise filming sessions, and prepare and check equipment in advance.
- Carry out post-production tasks, including editing, sound and image adjustment, and exporting material in agreed formats for social media, research documentation and dissemination.
- Ensure compliance with the project's research ethics approval and data protection requirements by confirming that appropriate consent, including consent for the use of images and recordings, is in place before filming or publishing material featuring identifiable individuals.
- Store and manage footage and associated records on University-approved systems, maintaining secure and confidential records of participant consent and recorded material.

3. Public engagement, outreach and impact support

- Maintain contact and outreach with members of the public, filmmakers, cinema venues and partner organisations, using agreed templates and keeping contact records accurate and up to date.
- Liaise with the Project Lead and/or relevant project team members to resolve routine queries from members of the public and filmmakers (e.g., event details, participation, deadlines). Flag issues or delays to senior staff to ensure timelines are maintained and provide summary reports of progress on a regular basis.
- Work with colleagues supporting the project's impact activities to capture and log evidence of

engagement and impact, such as social media analytics, audience testimonials, media coverage, and photographic and video documentation.

- Support the promotion of project activities, including filmmaker call-outs, workshops, showcases and exhibitions, and prepare ready-to-share content for partner organisations.

4. General administrative support

- Support colleagues by answering straightforward queries about project content and channels, and escalating more complex issues, risks or delays to the Project Lead.
- Attend and contribute to project team meetings to support process evaluation and improvement and share good practice.
- Contribute to updating and improving guidance and templates for the project's content, outreach and filming processes.
- Contribute to the organisation of meetings, workshops or events by arranging logistics and preparing content, data exports or summary reports.
- Review, update and maintain project web pages and online resources.
- Follow university finance procedures to organise routine purchases and payments relating to content production and engagement activities, where required.

5. Other duties

- Perform any other duties appropriate to the grade as may be required by the Project Lead or Faculty leadership.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Degree in film, media production or a related subject, or equivalent experience. **(E)**
2. Evidence of professional development in media production, social media or digital communications (e.g., short courses, placements or freelance work). **(D)**
3. Training or certification in social media management, digital marketing, or the use of AI tools for content creation. **(D)**

Background and Experience

4. A portfolio or showreel demonstrating media production and post-production work. **(E)**
5. Experience of producing audio-visual content for social media, web or other platforms, within higher education, the creative industries or a comparable environment. **(E)**
6. Experience of managing social media channels, including using standard reports and dashboards to extract and review information to support routine monitoring of engagement. **(E)**
7. Experience providing routine support to members of the public, participants or audiences, including responding to queries and signposting information appropriately. **(E)**
8. Demonstrable experience maintaining accurate records within databases or information systems and following established processes. **(D)**
9. Experience of filming events or interviews, including working with interviewees and members of the public. **(D)**
10. Experience of supporting research projects, public engagement or impact activities. **(D)**

Knowledge

11. Understanding of the importance of data accuracy and confidentiality, including consent and data protection when filming and publishing content. **(E)**
12. General administrative processes and procedures including record keeping and handling correspondence. **(E)**
13. Standard IT provision including Microsoft Office applications, particularly Word, Excel, Outlook and Teams. **(E)**

14. Professional media production and editing software (e.g., Adobe Premiere Pro, DaVinci Resolve or equivalent). **(E)**
15. Current social media platforms, content formats and trends, and the use of AI tools to support content creation. **(E)**
16. Awareness of research impact and public engagement and their importance for universities. **(D)**
17. Awareness of immersive media, expanded cinema or new technologies in film exhibition. **(D)**

Skills and Competencies

18. Solid skills in media production and post-production, including camera operation, sound recording and video editing. **(E)**
19. Strong organisational skills with the ability to prioritise routine workloads effectively. **(E)**
20. Excellent attention to detail with the ability to follow instructions and procedures with accuracy and reliability. **(E)**
21. Clear and professional written and verbal communication skills, including the ability to write engaging content for different audiences. **(E)**
22. Ability to work collaboratively with colleagues across different departments, partner organisations, filmmakers and members of the public. **(E)**
23. Competent IT skills, including the ability to learn new systems and AI tools quickly and apply them to make work more effective. **(E)**
24. Ability to prepare simple reports, summaries, or data exports and interpret more complex reports produced by others. **(E)**
25. Ability to work flexibly, including occasional evening or weekend work to film events and showcases. **(E)**