



AV Technician & Videographer

**The Honourable Society of the Middle Temple - City of London
Salary - £25,000**

Middle Temple is looking for a junior AV Technician & Videographer to provide high quality video and photo content for its website, publications and events to ensure that the technical aspects of meetings and events are robust. This is a fantastic opportunity to gain experience in this field within one of London's most prestigious venues.

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including accommodation, dining facilities, a library and other training. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

Excellent benefits include a pension scheme, private medical and life cover, an annual performance related bonus as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Middle Temple Recruitment at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is Friday 4 December 2020.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



- Job Title:** AV Technician and Videographer
- Working For:** The Honourable Society of the Middle Temple
- Location:** Middle Temple, London EC4Y 9AT
- Reports to:** Associate Director of Development
- Tenure:** Permanent
- Hours:** Full Time. Flexibility in working hours may be required.
- Job Purpose:** To supply the Inn with high quality video and photo content for its website, its publications and its events (online and physical) and ensure that the technical aspects of meetings and events are robust.

Key tasks:

- Filming and recording events and training sessions in a format that can be uploaded to our website or YouTube, and/or live streamed.
- Working with the Communications team to produce content for social media.
- Generating a photographic image library for use by our teams.
- Photographing the Inn's collections and working with the archive team to support their objectives.
- Ensuring the technical functioning of all meeting / event technology or working with external specialists to support more complex events.

Key skills:

- Film making, photography. Able to demonstrate a significant body of work.
- Self-starting, able to work independently but also to adhere to a brief.
- Practical and technologically adept, able to specify and source low-cost AV kit.
- Creative, collaborative and collegiate, able to work with colleagues to generate ideas.

Personal Specification

	Essential	Desirable
Qualifications	Degree in relevant discipline	
Background/ experience		Portfolio of relevant work

Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.