

Job Description



Job Title	Multimedia Content Officer
Reporting to	Head of Policy and Communications
Location / Type	London Permanent Full-time
Version	January 2019

About us

The Physiological Society ('The Society'), a registered charity, brings together more than 3,500 members from over 60 countries. Since its foundation in 1876, our members have made significant contributions to our knowledge of biological systems and the treatment of disease. The Society promotes physiology and supports those working in the field by organising world-class scientific meetings, offering grants for research, collaboration and international travel, and by publishing the latest developments in its leading scientific journals.

Job summary

The Multimedia Content Officer is an exciting new role that will be responsible for produce engaging video, audio and image content for our digital communications channels, including our social media platforms and website.

This will require experience of capturing video and audio content and an ability to use audio-visual software to edit and prepare for release.

The Society's new five year strategy focuses on engaging 16-25 year olds and we are looking to use innovative media to reach this audience. We are due to launch our new website in March 2019, which will place digital content at the heart of our online presence.

Tasks Summary

Working as part of the communications team, the Multimedia Content Officer will:

- Manage the delivery, development and innovation of digital content to support communications across The Society.
- Identify creative opportunities to promote The Society and the discipline of physiology.
- Supports teams in making creative communications materials through a range of graphic and visual effects including animation, basic videos and photography to promote our membership, events, membership magazine and broader organisation and discipline.
- Plan projects and content for distribution on our social media and website, working with staff, scientists and external agencies as required.
- Deliver product/s against agreed description to timescale and agreed budget.
- Provide clear and concise creative briefs to external providers (e.g. designers, photographers) to ensure quality products delivered to agreed specification, timescale and costs.
- Be proactive and react quickly to produce short social media explainer videos based current event and our press releases.
- Produce graphics, including images and gifs, for social media.
- Maintain our video and image library.

Key attributes:

Education, qualifications, knowledge

A degree in a bioscience discipline is desirable

Minimum of three years' experience in media and communications and be able translate complex scientific issues into plain English

Skills

Creative and innovative thinker

Proficient in video editing and knowledge of different video formats and their makeup. Proficient in the use of photography and video filming equipment and associated software required for editing photographs and video footage.

Excellent organisational skills

Meticulous attention to detail

First class IT skills

Highly skilled in using creative/design software for example Adobe Premier Pro, InDesign and Photoshop

Experience of

Filming video and audio recording

Content management systems, social media and website management

Dealing with senior scientists is desirable

Working in the life sciences sector is desirable

Working with design agencies and artwork

Ability to

Juggle a variety of tasks

Generate and implement ideas

Convey complex issues to a variety of audiences

Meet deadlines under pressure

Plan and prioritise work

Personal characteristics

Motivated and resourceful

Courteous and diplomatic

Confident and friendly

Takes pride in a job done well

Enjoys working in a small team and cross departmental