



THE TANK MUSEUM

Media Production Co-ordinator

Role Description

The Tank Museum brings the story of tanks and their crews to life, with the world's best collection of tanks in modern, awe-inspiring exhibitions.

The museum houses some 300 vehicles, representing every major conflict since the First World War. Our moving exhibitions tell the story of this British invention; from the mud of the Somme, to the beaches of Normandy and the deserts of Iraq – featuring powerful stories from the soldiers that fought in them.

Around 200,000 people visit Dorset's largest indoor attraction each year, with the annual TANKFEST event drawing visitors from across the globe. The Tank Museum has a global online reach, with a large supporter base and following on a range of social media platforms.

This is underpinned by the outstanding national importance of The Tank Museum's collections and the expertise of those who care for them. Alongside vehicles, the collections include medals, images, documents, personal papers, books, weapons and memorabilia.

The museum is situated in Bovington which is regarded as the 'home of the tank', as it was here that some of the first tank crews were trained during the First World War. It remains home to the Royal Armoured Corps today. The museum was founded in 1923 as a teaching resource for the Tank Corps. Over the past decade, the Museum has transformed itself into a leading 21st century military museum.

As museum of the Royal Tank Regiment and Royal Armoured Corps, The Tank Museum is a registered charity which has been part of Arts Council England's National Portfolio since 2018.

Marketing

As part of The Tank Museum's Marketing Department, The Media Producer will work under the supervision of the Media Production Manager and the wider Marketing team on a range of content and media production projects supporting the objectives of The Tank Museum.

The role will involve shooting, editing and producing content for adverts, exhibitions, and most importantly, for our huge online audience. In the last 12 months, The Tank Museum's YouTube channel has had 20 million views and generated 4.2m hours of watch time. We have the biggest museum YouTube audience in the world and we have ambitions to achieve even more in 2022. We'll be launching a second YouTube Channel and in addition to that, generating more short-form video content for TikTok, Reels and YouTube Shorts.

Online engagement allows The Tank Museum to reach a global audience and earn revenues to support its charitable objectives and boost sustainability. Success online relies significantly the quality of presentation and the way in which that material is augmented for distribution on different platforms.

Role Profile

Role Title	Media Production Co-ordinator
Department	Media, Marketing
Key Relationships	Head of Marketing & Engagement (Snr manager) Media Production Manager (Line Manager) Marketing Team
Overall Role Purpose	The Media Producer will work under the supervision of the Media Production Manager and the wider Marketing team on a range of content and media production projects supporting the objectives of The Tank Museum.
Key Accountabilities	<p>Filming and production of digital video content to include:</p> <p>Planning and Preparing for Shoots</p> <ul style="list-style-type: none"> • Working with the team to prepare the content of the shoot. • Ensure availability of location & required team members. • Ensure right equipment is chosen and available for shoots when required. • Maintaining filming equipment & hardware, troubleshooting malfunctioning kit. <p>Managing Shoots</p> <ul style="list-style-type: none"> • Setting up equipment, lighting, sound, etc and ensuring the location is prepared for the shoot. Packing down afterwards. • Direct other camera operators so that the needed footage is acquired. • Preparing background film or “B” rolls as well as required. <p>Post Production</p> <ul style="list-style-type: none"> • Editing and post production of digital video into complete packages for inclusion on digital channels. • Applying the digital filing system for film archive and retrieval. • Inserting closed captioning, graphics, or other on-screen text into a video, adding computer graphics and special effects to a video. • Vetting and applying images or archive footage to a production.
	The duties and responsibilities in this job are not restrictive and the post holder may be required to on occasion undertake other duties. This will not substantially change the nature of the post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree and/or appropriate professional rated qualification in media production. 	<ul style="list-style-type: none"> • Accreditation from a professional body
Experience	<ul style="list-style-type: none"> • Hands-on experience In a media/video production role. • Fluency in key online communications channels and social media. • Conversant with the conventions and trends associated with YouTube and TikTok productions 	<ul style="list-style-type: none"> • Experience of working in the non-profit/museums sector. • Experience of line managing team members.
Skills	<ul style="list-style-type: none"> • High level of IT Competency. • High level of knowledge of operating and maintaining relevant equipment. • Expert user of Adobe Premiere Pro • Understanding of manual exposure with both stills and video. • Shot lighting (LED & Tungsten) • Understanding of lenses: types, their uses and differences. • Understanding of DOF, frame rates and shutter speeds. • Understanding of colour balance, scopes and gamma curves. 	<ul style="list-style-type: none"> • Competence in motion graphics / Adobe After effects. • Competence in other Adobe Creative Cloud packages. • Rudimentary graphic design and typographic knowledge
Personal aptitude & skills	<ul style="list-style-type: none"> • Ability to work at a high pace, able to successfully deliver multiple projects simultaneously. • Highly organised, excellent time management and line management skills. • Competent verbal communicator. • Solid problem-solving skills. • Attention to detail. • Creative. Able to see the bigger picture and maximise opportunities. 	<ul style="list-style-type: none"> •

Disposition	<ul style="list-style-type: none"> • Self-motivated, ambitious with a drive to make continual improvements to practices and processes. • Good humoured. Able to handle pressure and react positively shifting priorities and demands. • Energy, patience and determination. • Manual dexterity, physical mobility, and some physical strength/stamina. 	<ul style="list-style-type: none"> • Must fit in to a team of equally ambitious professionals used to working cooperatively at a high tempo.
Other requirements	<ul style="list-style-type: none"> • Occasional working outside of core hours to support events, media opportunities and ensuring deadlines are met. 	