

Production Assistant

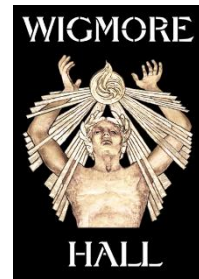
Wigmore Hall is a world-leading concert hall. We present over 450 concerts a year, comprising chamber music and song, early music, jazz, 20th century, contemporary and world music. We have an extremely busy Learning department who present concerts and provide projects and programmes of work to people of all ages, working in nurseries, community centres, care homes, hospitals, and Wigmore Hall itself, bringing music and music-making to as many people as possible. Our independent live recording label, Wigmore Hall Live, produces CD releases, live and on demand video streaming, high quality digital downloads and AV podcasts that give a deeper insight into this precious repertoire and the artists who create and interpret it for our audiences.

We are hiring a full time graduate Production Assistant with experience in audio and video recording and live production. The successful applicant will be required to provide technical support for internal and external productions, whether it be live streaming, audio and video recording of concerts, public address, lighting, projector operation and interviews and assist in the creation and post-production of content for promotional use.

Designation:	Production Assistant
Responsible to:	Director of Technology, Wigmore Hall
Directly Responsible to:	General Manager Wigmore Hall Live/Media Producer
Working with:	General Manager Wigmore Hall Live/Media Producer

Responsibilities

- Assistance in the setup and production of events
 - o Audio and video recording
 - o Live sound
 - o Live streams
 - o Projection
- Capture and editing of audio-visual content for distribution
- Assistance, and occasional leading on live stream production
- General assistance with studio and stage AV technical maintenance
- Transfer, metadata management and storage of past production content
- Ad-hoc technical work
 - o Providing support to the Media Producer, Marketing and Learning departments
 - o Sourcing technical equipment for concerts and events
 - o Occasional live sound setup and management
- Essential cover for the Media Producer



Director
John Gilhooly

36 Wigmore Street
London W1U 2BP
www.wigmore-hall.org.uk

Management
020 7258 8200
info@wigmore-hall.org.uk

Development
020 7258 8220

Learning
020 7258 8240

Box Office
020 7935 2141
boxoffice@wigmore-hall.org.uk

CONFIDENTIAL JOB DESCRIPTION

Person Specification

Essential

- Friendly, energetic and able to work in a variety of settings
- Prepared to work flexible hours (see [Salary and Benefits](#))
- Good technical, organisational, communicative and creative skills
- Working knowledge of DAW software
- Working knowledge video editing software
- Basic microphone technique
- Basic camera skills

Desirable

- The ability to read and follow scores
- An appreciation and understanding of chamber music and song

Salary and Benefits

This is a full-time post.

Salary: **£22,450**

- Private healthcare cover (after qualifying period)
- Annual interest-free Travel card loan (after qualifying period)
- Contributory pension scheme
- 22 days annual holiday leave

Working hours are 10:00am – 6:00pm. Some evening and weekend work will be required (with time off offered in lieu).

Closing date: Friday 4 May 2018 at 6:00pm

Interviews will be held on or after 9 May 2018. Only applicants required for interview will be notified.

Applications should include a covering letter and CV detailing relevant experience, and the name and address of two referees.

Please clearly state the position you are applying for.

Applications should be sent to mediarecruitment@wigmore-hall.org.uk with the above documents as PDF or Word attachments or by post, to arrive by 6:00pm on Friday 4 May 2018.

Postal Address:

Darius Weinberg
General Manager Wigmore Hall Live/Media Producer
Wigmore Hall
36 Wigmore Street
London
W1U 2BP

The Wigmore Hall Trust recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.

We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as they are currently under-represented throughout our workforce.