

# Job Description

## About Premier

Premier is the UK's Christian media mission agency. We exist to help people encounter God through media and experience renewal.

Ultimately, we believe encountering God transforms us into the image of Christ, which is the destiny of all believers. We want to catalyse renewal in the nation through renewal in the Church, by the renewal of individuals transformed into the likeness of Christ.

## Premier's Approach

We aim to lead people to an encounter with God through thoughtful content, accessible distribution, and effective communication strategies. Our content is rooted in Biblical truth and serves Christians from all backgrounds, addressing real-life issues head-on. We ensure quality delivery by using the best technology and the most convenient platforms, supported by impactful campaigns and strong brands designed to engage our audience.

Our decision-making process begins with listening - to the Holy Spirit, our audience, and each other - and is guided by wisdom, strategy, data, and God's word. We focus on what bears fruit, pruning what does not, and rely on a talented team of employees, advisers, and partners working together.

Through a dual transformation approach, we strive to both maximise and enhance our current work, while actively exploring new ways to innovate for the future.

## Premier's Culture

Ultimately, our culture is shaped by our Christian ethos and our role as a media organisation. When we use our values to make decisions, we make a deliberate choice to focus on what is important to us.

When our culture is embodied in our actions, it creates the environment for success, sets the tone for our organisation and helps to provide the best experience to those we serve.

## Premier people are ...

<b>Honest:</b>	We tell the truth, admit mistakes and share credit
<b>Loving:</b>	We serve, look after, forgive and encourage one another
<b>Excellent:</b>	We create top quality work and strive to get things right
<b>Creative:</b>	We find innovative ways to achieve our mission and solve problems
<b>Dynamic:</b>	We adapt quickly to changing circumstances



Job Title:	Video Studio Operator
Department, Team:	Digital
Location:	Studio based (London office)
Contract type:	Permanent
Working hours:	Full-time Standard hours: 9.15am - 5.15pm
Reporting to:	Digital Content Team Manager

### Purpose of the role

The Video Studio Operator plays a hands-on role in the day-to-day running of our video and podcast studio, helping to produce content that is watched and shared by over a million people a month across our platforms and social media channels. The role covers everything from setting up and operating the studio to filming, editing and delivering finished content, with room to grow as Premier continues to expand its digital and media output. It is also responsible for being the friendly point of contact for clients who use our studio space.

### Role Overview

- **Video Production and Editing:**  
Film, produce and edit video content for use across our platforms and social media channels.
- **Video and Podcast Studio Management:**  
Assist in the day-to-day running of the video and podcast studio, including the production control room. Support with managing studio clients.

## Duties and Responsibilities

### Video Production and Editing

- Film and produce video content including shows, podcasts and studio recordings
- Edit video content to a high standard using Adobe Premiere Pro
- Edit short film social first video content to a high standard using CapCut or similar software
- Produce short-form and long-form video content for use across our platforms and social media channels.
- Help format and optimise video content for social media, with an awareness of what works on different platforms.

### Video and Podcast Studio Management

- Act as a welcoming and professional first point of contact for studio clients to ensure a positive experience.
- Support with project and event management tasks as needed.
- Take good care of studio equipment and flag any technical issues promptly.

**Note:** This job description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements at any time after discussion with the postholder. They will need to have a willingness to work outside of normal working hours when required.

# Person Specification

---

## Qualifications and experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Some hands-on experience working in a video studio or production environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience with both long-form and short-form video formats</li> </ul>
<ul style="list-style-type: none"> <li>Practical experience of filming and editing video content</li> </ul>	<ul style="list-style-type: none"> <li>Experience managing client bookings and relationships</li> </ul>
<ul style="list-style-type: none"> <li>Experience creating video content for social media</li> </ul>	<ul style="list-style-type: none"> <li>Any involvement in project or event management</li> </ul>

## Skills and abilities

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Working knowledge of Adobe Premiere Pro</li> </ul>	<ul style="list-style-type: none"> <li>Some understanding of social media growth and channel strategy</li> </ul>
<ul style="list-style-type: none"> <li>A good understanding of social media platforms and what makes content perform well</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Good communication skills and a friendly, professional manner with clients and colleagues</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Well organised, with excellent time management and the ability to multi-task</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>A genuine team player who is happy to contribute wherever is needed</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>A quick learner who is willing to adapt and take initiative</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>A positive, can-do attitude and willing to take on new challenges as we grow</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Other requirements

- The post-holder must demonstrate a commitment to Premier's mission to help people encounter God through media.
- The post-holder will work in a Christian context, and will need to have a respect for, and sympathy with, the Christian faith and its values.
- Premier staff are required to regularly attend all-staff meetings and devotions where we share what God is doing through Premier and spend time praying for our work.
- There are a number of occasions each year when all staff are required to meet in person e.g. Summer and Christmas gatherings.

Make a **Premier**  
lasting Impact

