Video Production Executive

Based in the City of London and remotely
Salary £26,000 - £30,000 pa depending on experience
Plus £7.5% company pension contribution
The option to split your working week between working from home and in the London office
Discretionary Bonus

We are looking for a dynamic and dedicated experienced video production executive who is committed to creating engaging content. Working for our video production unit within a multi-disciplined Marketing and Communications team you should be passionate about video, animation, basic photography and creating content that resonates and inspires professionals to learn.

Your main duties and responsibilities will include:

- Editing a range of video content, such as events, clips and promotional videos film in Premiere Pro
- Offloading and organising video footage
- Simple motion graphics and animation
- Setting up filming and photography equipment - ensuring that all products are filmed correctly with consistency of lighting, styling, branding and presentation
- Assisting in the filming of events
- Organising filming schedules
- Transporting of all film and sound equipment
- Setting up of wireless microphones, producing high quality audio in line with radio licensing laws.
- Exporting, converting and compressing video files
- The care and upkeep of all equipment and the CISI Studio
- Maintaining an organised filing system

The successful candidate will be expected to co-ordinate events to be film ready and to attend all events onsite, some of which may be outside core hours.

The following skills and experience are required:

- Advanced proficiency with Adobe Premiere.
- Intermediate proficiency with Photoshop and After Effects.
- Experience keying greenscreen.
- Ability to maintain an orderly file structure for large quantities of video content. Organised, tidy and disciplined.
- Ability to keep computers and cameras in good working condition.
- Ability to edit to spec.
- Knowledge of video codecs, exporting, converting and compressing.
• Ability to turn around edits at a fast pace and respond to feedback quickly.
• Experience operating canon C300 or similar cameras
• Experience using radio mics

Please also let us know if you have experience of the following, these are not essential to apply:
• Experience using a sound desk
• Experience webcasting, particularly using Wirecast and Ustream

We offer a competitive remuneration package, which includes:
• 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
• Life insurance and income protection insurance
• A Wellness Allowance of up to £30 a month
• Travel & London office allowance after passing probation
• 26 days leave per annum (which includes three days at Christmas)
• The option to split your working week between working from home and in the London office after passing probation
• After one year’s service, private medical insurance cover, and annual travel insurance cover

Please send your CV, salary expectation and availability to jobs@cisi.org

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Its purpose is “To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.’

For more information on the CISI, please see our website at www.cisi.org