

## Role Definition

**Job title:** Image Post-Production Coordinator

**Reporting to:** Head of Photography and ultimately Head of Communications

## Responsibilities

- Digitally process and touch-up digital photographs from the photographers as required.
- Edit and grade film footage from the photographers into short movies as required.
- Ensure all digital assets from the photography team are uploaded, tagged, ranked and captioned correctly.
- Assist the image librarian to source project images and ensure they are uploaded, tagged, ranked and captioned correctly.
- Assist the image librarian to keep the image library project database up to date.
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

## Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- IT skills including Adobe Photoshop, Lightroom, Premiere, After Effects, Bridge
- Excellent organisational skills
- Good written and verbal communication skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Self-motivated and able to work diligently without close supervision
- Able to work efficiently under pressure and to tight deadlines
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude

- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members
- Flexibility to work occasional weekends and out of hours as required.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.