

ual: arts
temps

Job description and person specification

Job title

Job description

Job title	Lead Videographer
College/Exec Group	UAL Arts Temps Ltd
Department/Team	Social Purpose / SPIF
Accountable to	Rhyan J. Holder (Project Lead)
Contract	Fixed Term – 31/07/2026
Term	13 hours total
Grade	Grade 2
Salary	UAL Grade 2 hourly rate
Location	Hybrid – UAL Various Sites/Home

Purpose of the role

To provide high-quality video documentation support for the *Language As A Technology* (LAAT) project. LAAT is a Social Purpose Innovation Fund initiative focused on digital literacy for Black students at UAL, encouraging them to see themselves as future builders who can take authorship through creative coding, AI, and their own creative practice.

This role will support the visual documentation of live events, guest speakers, and participant activity during the May/June seminar series and July 3-day intensive workshops, creating video assets for the project archive, communications, and long-term legacy documentation. We strongly welcome and encourage applications, particularly from Black students, including those of African, Caribbean, and mixed Black heritage, and from students with lived experience, understanding, or a demonstrated commitment to supporting Black student communities.

Key duties and responsibilities

- Film live seminars, workshops, guest speakers, and participant activity across the LAAT programme.
- Capture a mix of full-session coverage, short interviews, and atmospheric B-roll.
- Work to a clear brief set by the Project Lead to ensure footage reflects the aims and tone of the project.
- Edit and deliver a small set of polished video assets by the agreed deadline.
- Manage audio and video files in a clear and organised way for archive and handover purposes.
- Ensure filming is carried out professionally and with sensitivity to participant consent and representation.

Key working relationships

Job description

- Project Lead (Rhyan J. Holder)
- Co-Lead (Lex Fefegha)
- Lead Photographer
- Guest speakers and workshop facilitators
- Student participants

Working Hours

- Working hours will be aligned to agreed seminar and workshop dates in May/June and July.
- Additional time will be required for editing and file delivery.
- Exact timings will be confirmed in advance.

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the company.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the UAL Arts Temps Staff Charter and Dignity at Work Policy ensuring equality, diversity and inclusion in your work to fulfil UAL Arts Temps' obligations under the Equality Act.
- You may be required to work such additional/different hours as may from time to time be necessary for business reasons which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites as necessary.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of UAL Arts Temps Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organizational effectiveness.
- Conduct all financial matters associated with the role in accordance with policies and procedures, as laid down in the Financial Regulations.

Person specification

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Person specification

Experience, knowledge and qualifications

- Open to current UAL students and recent graduates.
- Experience in videography, documentary filming, event capture, or promotional video production.
- A portfolio or showreel demonstrating relevant work is essential.
- Interest in documenting community-led, creative, or educational activity.

Communication skills

- Able to communicate clearly and professionally with project leads, participants, and guest speakers.
- Comfortable working to a brief and responding to feedback.

Research, teaching and learning or Professional practice

- Professional approach to participant consent, representation, and recorded media use.

Planning and managing resources

- Able to manage filming, editing, file storage, and delivery to deadline.
- Organised and reliable, with confidence handling video and audio equipment.

Teamwork

- Able to work collaboratively as part of a small creative team during live delivery.

Creativity, innovation and problem-solving

- Strong visual judgement and the ability to capture live activity in an engaging and coherent way.
- Able to troubleshoot basic filming or audio issues in changing live environments.