Role:	**Content Producer (Website and Social) – Radio Academy Festival**
Reports to:	Executive Event Producer
Location:	Virtual / home working (you will need internet access)
Fee:	Fixed Fee of £1,000
Contract period:	4 Nov 2020 to 18 Nov 2020 (approx. 7 days' work across 2 weeks)
Contract terms:	Freelance (you will need your own computer and software)
Application Deadline:	15 Oct 2020
Application Details:	Please send a CV of max 2 sides A4, with a cover letter of max 1 side A4 to Sam Bailey at sam@radioacademy.org

Role purpose:

To manage the multi-faceted digital presence of the Radio Academy Festival, a virtual conference happening from 9-13 November.

Responsibilities and outputs:

- Manage the Radio Academy's virtual events platform, before and during the event, including moderating interaction, supporting attendees, and ensuring smooth running of the digital event.

- Manage the Radio Academy website during the event, making edits where necessary to support and promote the event.

- Share key moments from the event on social media during the event, making use of video material and other media.

- Top/Tail editing of video material from the event, for same-day/overnight delivery (this will require late-night working)

- Liaise with Press/PR team to ensure they have access to key content from the event

Skills and Experience:

- This is a freelance role, and you will need to provide use own computer and all necessary software (particularly for editing photos, video and audio).

- A track-record of managing digital content at live events, and the resilience to handle a high pressure live environment.

- Experience of key content production software, including photo manipulation and video/audio editing.

- Experience of editing websites with Wordpress/BeaverBuilder or similar

- Experience of managing social media accounts, and being the voice and personality of an audience-facing brand

- Experience of an audience- or customer-facing role, and the resilience to handle incoming queries quickly and efficiently.