



# Application Pack

**Ref: WA342**

**Streaming Producer & Technician**

**Salary £8,000 (FTE £40,000) per annum**

**Part time - Permanent  
8 hours per week**

**Advert Date: 23 July 2024**

**Closing Date: 2 September 2024**

**Westminster Abbey**



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# An introduction from the Head of Communications and Digital



Westminster Abbey has exciting ambitions to start regularly streaming services and events to a global audience, and this new role will be responsible for delivering regular, high-quality broadcasts. In recent months we have been reviewing the streaming infrastructure across the Abbey and St Margaret's Church and it is expected that new equipment will be installed in the autumn.

The project to transform the streaming infrastructure in both the Abbey and St Margaret's is part of the Digital Abbey programme, aiming to share more of our Christian life, history and heritage across our website, social media channels and other digital platforms.

The successful candidate will oversee the livestream broadcasts, as well as identifying social media clips post-service or event. We are seeking someone who will be inspired by our role in the nation's life, our history and heritage, and have

sympathy for the Christian faith. Good collaboration and relationship building is crucial, particularly with colleagues in my team (Communications and Digital), the Minor Canons' Department, the Music Department, the Works Department, external contractors and our A/V agency.

You will likely work alternate Saturdays and Sundays, to stream regular services, with the initial schedule for October – December 2024 now agreed. We will aim to provide the upcoming term's schedule at least six weeks before the new term begins.

You will be joining a team of staff and volunteers with roles as varied as librarian, gardener, priest, carpenter and security guard to name but a few, and we are fortunate to work in a beautiful setting with dedicated colleagues who look after each other and take exceptional pride in what they do.

Thank you for taking the time to consider applying for this role and do [email me](#) if you have any questions.

**Adrian Harris**

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# About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21<sup>st</sup> May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

## **Westminster Abbey's mission is:**

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God's gifts.

## **Our Values:**

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

**It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.**

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# Job Description

- JOB TITLE:** Streaming Producer and Technician
- ACCOUNTABLE TO:** Communications and Digital
- ACCOUNTABLE FOR:** Head of Communications and Digital, with a dotted line to the Music and Minor Canons' Departments
- DEPARTMENT:** N/A
- KEY RELATIONSHIPS:** **Internal:** Communications and Digital, Music Department, Minor Canons' Department, Vergers, ICT, Dean & Chapter, Institute, Learning, Engagement and Digital Abbey programme team.
- External:** freelance videographers and broadcasters. External maintenance and support providers.
- BACKGROUND:** Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising around 300 employees and a similar number of volunteers.
- JOB SUMMARY:** The Abbey has exciting ambitions to start regularly streaming live and pre recorded services and events from the Abbey and St Margaret's Church. This role will be responsible for overseeing these broadcasts, including vision mixing, sound and pre and post broadcast activities, working closely with departments across the Abbey.
- This important project is part of the wider Digital Abbey programme, focused on enabling a range of audiences to explore the richness of the Abbey's Christian mission alongside its distinctive history, architecture, heritage and interaction with public life.
- MAIN DUTIES AND RESPONSIBILITIES:**
- Remotely operate cameras and manage sound for both live and pre-recorded services and events from the Abbey and St Margaret's Church.
  - Develop detailed production schedules, budgets, call sheets, and risk assessments for each live and pre-recorded service or event.
  - Oversee freelance editors and producers for live and pre-recorded services and events.
  - Oversee rehearsals and ad-hoc equipment/systems testing, liaising with members of the clergy, Vergers, the Music Department and other relevant teams as needed.
  - Post-livestream, identify and edit clips that can be shared on social media and the Abbey's other channels, ensuring sign off from the relevant departments, depending on the type of service or event. For services, this will include the Head of Communications & Digital, the Organist and Master of the Choristers, the Music Department and Minor Canons' Department.
  - Work closely with the Digital Content Manager in the Communications & Digital Team before, during and after broadcasts who oversees comment moderation, licensing, copyright, and other non-functional requirements.
  - Share approved clips with the Senior Communications & Social Media Manager, for wider distribution on the Abbey's social media channels.

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- Manage multiple projects from pre-production to post-production, ensuring efficient workflow and timely delivery.
  - Coordinate with internal teams and external stakeholders.
  - Maintenance and updating of installed AV equipment should be managed in conjunction with the main external maintenance and support providers to ensure uninterrupted operation.
  - Train and supervise staff and volunteers involved in the live-streaming process.
  - Ensure all streaming activities comply with GDPR and other relevant regulations.
  - Work closely with Abbey teams to generate content and video concepts.
  - Gather and analyse viewer feedback to continuously improve streaming content and quality.

### **Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

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# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## **Essential**

### *Essential/Training/Qualifications*

1. Strong technical skills in operating and troubleshooting audio and video equipment for both live broadcasts and pre-recorded events. Proficiency with streaming software and platforms (e.g., YouTube, Facebook, Instagram, Vimeo and Adobe Creative Suite).

### *Experience/Knowledge/Skills*

2. Operate industry standard remote camera and lighting workflows.
3. Understanding of VMix / Tricaster / Black Magic video switchers.
4. Create still and animated graphics.
5. Operate digital audio mixers and Digital Audio Workstations such as Pyramix / Pro Tools / Reaper.
6. Stay updated with the latest trends and technologies in live streaming.
7. In-depth knowledge of video equipment for both studio and on-location shoots with the ability to frame a shot well. Support in lighting, depth of field, and other composition techniques.
8. Working knowledge of how to stream content on social media and digital video platforms, including Facebook, X, YouTube, Instagram, and TikTok.
9. Accurately budget for video projects and track production costs.

### *Personal Attributes*

10. Work under pressure and handle live events with composure. Flexibility to work weekends, holidays, and evenings as required by the streaming schedule.
11. Train, supervise, and mentor staff and volunteers.
12. Ability to generate creative content ideas and innovate in video production techniques.
13. Good music reading and score interpretation skills
14. Attention to detail in planning, execution, and quality control.
15. Proactive in identifying and resolving technical and production issues.
16. Collaborative attitude with the ability to work well within a diverse team environment.
17. Ability to remain calm and effective under pressure, adapting to changing circumstances and demands.
18. Knowledge of the Anglican liturgy, the Christian faith and at least a basic understanding of church architecture, the British Choral Music tradition or filming classical music concerts would be an advantage.
19. Excellent organisational and project management skills.
20. Strong verbal and written communication skills, with the ability to engage effectively with internal and external stakeholders.

## **DESIRABLE**

21. Understanding of production legalities, licensing, and GDPR compliance.
22. Gather and analyse viewer feedback to continuously improve streaming content and quality.
23. Experience developing detailed production schedules, budgets, call sheets, and risk assessments.

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# Working for us

## **Employment Status**

This post is permanent.

## **Salary**

The salary is £8,000 per annum, which is based on a full time equivalent annual salary of £40,000 and is paid on the last Friday of each month. Salary is reviewed annually.

## **Working Hours**

These are 8 hours per week, however the postholder will be required to work hours that suits the needs of the organisation. The normal arrangement of working hours is likely to be alternate Saturdays and Sundays, however a schedule will be prepared on a termly basis.

## **Annual Holidays**

The full-time holiday entitlement is 31 days per annum, including recognised public holidays, rising to 33 days per annum in the fifth year of service.

## **Training**

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## **Season Ticket Loan**

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

## **Uniform**

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.



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# Equality Statement and How to apply

## Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

## How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 12 noon on 2 September 2024. Interviews are scheduled to take place on 11 September 2024.**

*We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.*