

Global Job Title: Head of Video, Top Gear Publishing

Division: UKANZ

Department: Publishing

Location: TopGear.com/Television Centre

Reporting to: Head of Digital Strategy, Top Gear

Purposes of the role:

A key role with the proven ability to shoot, edit and deliver Top Gear editorial/commercial video to the high standards of the Top Gear brand

Recruit, brief and manage external production teams where required on larger editorial/commercial shoots all the way from conception to film delivery

With the wider "TG Studios" team, respond to creative briefs and pitches around commercial and branded video to the standards of the Top Gear brand

Lead on creating inhouse and b2b promos and reels for Top Gear publishing

Lead on educating the Top Gear editorial team on video, self-shooting and platforms

Feed into the platform UX and strategy alongside the Director and Head of Digital Strategy

Locate new and emerging talent in the field for commissions and on camera work

Create a visual and brand style for Top Gear Publishing's video output alongside the Head of Digital Strategy

Create a planning schedule of all editorial / commercial filming across Top Gear alongside Assistant Project Manager

Help create ongoing video archive of all Top Gear Publishing video output for BBC Studios alongside Assistant Project Manager

Maintain the Top Gear audio-visual kit and store as appropriate in secure off-site areas

Accountabilities:

Working with the Head of Digital Strategy to create and deliver a video slate for Top Gear's editorial teams, on budget, on brand and on time.

Working with the Head of Digital Strategy to create an audio-visual identity for Top Gear Publishing.

Working with the Head of Digital Strategy on larger scale shoots through the year to locate and recruit external production teams from conception to delivery

Working with the Head of Digital Strategy to create a growth video delivery strategy across all key Top Gear digital platforms – web, social and emerging

Working with the Head of Digital Strategy and Project Manager, create and manage the production schedule of the team through the year

Working with the Project Manager, ensuring all shoots are within BBC Studios compliance, health/safety rules, insurance requirements and all other BBC Studios regulatory requirements.

Represent Top Gear at key internal stakeholder and external meetings where necessary

Represent Top Gear's video output across BBC Studios and work with other key BBC Studios departments where required: Production, Marketing, Advertising, Compliance and others.

Knowledge/Skills/Experience:

A proven track record and reel of high-end motoring films on a consumer-facing media platform as a camera op and editor

Proven ability to edit supplied video tightly and to brief

Experience of commissioning external contributors and talent across both production and on camera

An understanding and knowledge of the Top Gear brand

Driving licence and willingness to travel for the role where required