



## Job description for Media Bank Coordinator

Media Bank Online [www.mediabankonline.com](http://www.mediabankonline.com) is a new facility to help the Bristol and Bath region stand out in the world by providing great images for a great place. It enables a partnership of creative, cultural, tourist, educational and business organisations to share and access high quality video footage.

Subscribing members are able to deposit and withdraw video material which is used to create new and richer content for a wide variety of marketing and presentational purposes. These are used to attract more visitors, students, research and development, businesses and investment to the region, support place making initiatives and generate economic impact. Media Bank will not only reduce production costs, but also provide a much fuller picture of the vibrant and diverse cultural, creative and business life in the region.

Media Bank Online has been developed and built by the Bristol & Bath Cultural Destinations Project with funds from the West of England Local Enterprise Partnership. It is now in a Proof of Concept and 'super testing' phase to identify and deal with any technological bugs before being opened to a wider set of testers and core subscribers.

We are seeking someone who can help take MB to its next stage by

- supporting the next round of testers and core subscribers with practical help and advice to use the MB to best effect
- uploading content, archiving and labelling deposits
- working with our technical consultants to refine and improve MB working practices and technical systems
- maximising MB's potential by recruiting new users across the region
- administering the subscriber database and records
- working with key regional stakeholders, sector representatives and partners to raise awareness of the opportunities MB offers
- contributing to the development of a sustainable business model beyond the initial build and testing phase.

### Key responsibilities:

- Basic film editing
- Uploading content into database
- Metadata tagging of film assets with keywords and key descriptions
- Creation of simple video assets to help promote the Media Bank (including simple how-to guides)
- Provide member support: including sign up, login information and initial introduction



- Maintain accurate records for users and logins; complying with data protection.
- Answer general queries regarding the Media Bank.
- Be able to clearly and simply explain the basic concepts of Media Bank with the emphasis on sign-up.

**Desirable skills and knowledge:**

- Competent in basic film editing
- Working experience of a film database
- Understanding of copyright in films
- Film database / filing experience: uploading, editing entries, metadata, keywords
- Confident in communicating and comfortable explaining new concepts.
- Good written and verbal communication skills – some marketing or sales experience desirable but not essential.
- Self starting, organised and an ability to work unsupervised.

This a freelance post which is not building based, but will require occasional meetings with stakeholders and subscribers across the region, as well as with the MB technical consultant and the build team in Bristol.

Contract period:	An initial 3 months, with the possibility of a further 3 month period.
Fee:	£3,000
Hours:	Fee is based on 2 days per week @£125pd; however there is room for considerable flexibility with working hours to be spread across the week to suit; ideally we would like the Coordinator to be able to check emails and respond to enquiries from subscribers within 24 hours.
Expenses:	Necessary travel and other reasonable expenses incurred
Responsible to:	The B&BCD Project Manager, Martin Pople
Application:	Please email Martin Pople <a href="mailto:bandbcd@gmail.com">bandbcd@gmail.com</a> with a CV and a covering letter outlining your suitability for the post by 10.00, Monday 23 April; interviews will be held that week.