



Role: Assistant Digital Producer
Department: Digital Output Services
Reporting to: Digital Producer
Contract: Permanent
Direct Reports: N/A
Location: Ealing Studios, Ealing
Hours of work: Average of 40 hours per week, based on a 7-days-per-fortnight shift pattern, including weekends.

About us:

Racecourse Media Group is the umbrella organisation for those 35 racecourses which hold an interest in Racing TV (Sky 426, Virgin 536 and 411), Racing TV International (international betting shop/digital service) and Racecourse Data Company (licensor of Pre-Race Data). Racing TV and Racing TV International also broadcast racing from all 26 Irish racecourses.

Job Purpose:	<p>The Assistant Digital Producer role provides essential services across the business, utilising editing and production skills along with an understanding of social media and the digital future.</p> <p>Assistant Digital Producers will support the Racecourse Marketing and Social Media teams, along with the Digital Website Editors, with a variety of projects that could include creating, editing, clipping and publishing to a wide range of digital platforms, including those operated by Racing TV, its racecourses and its commercial partners.</p> <p>Under the guidance of the Digital Producer, the Assistant Digital Producers will create and curate exciting digital content that captivates and engages a modern audience.</p>
Job Accountabilities:	<ul style="list-style-type: none">• Creating and curating content for Racing TV, its racecourses and commercial partners using Adobe products• Posting directly to social media platforms as required• Filming at events using Racing TV equipment• Audio editing and production for podcasts and made-for-digital content• Supporting the Racecourse Marketing team with requests from racecourses and helping to promote upcoming fixtures• Keeping records of work completed and sharing information with colleagues to allow for collaborative working
Measures for the role:	<ul style="list-style-type: none">• Generate new ideas and independently take them to completion• To work collaboratively within a team to produce best outcomes• Ensure accuracy and compliance with instructions for tasks set

Other	<ul style="list-style-type: none"> • Evenings, weekends, and bank holidays are an integral part of the shift system • Flexible shift pattern to account for the racing calendar • To always comply with Health & Safety regulations and safe working practices in accordance with current legislation and as detailed in the Company's Health & Safety Policy and Procedures.
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RMG Person Specification for: Assistant Digital Producer

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of posting and publishing content directly to social media platforms • Understanding of developing trends in social media and new platforms 	<ul style="list-style-type: none"> • Experience of video editing software, ideally Adobe Premiere Pro • Knowledge of EVS and IP Director or similar production systems
Competencies/behaviours	<ul style="list-style-type: none"> • A demonstrable interest in horse racing and motivation to expand industry knowledge • Strong understanding of horse racing language and industry terms • An ability to generate ideas independently to enhance output with adherence to guidelines • Willing to be flexible to ensure the best output • Communication: Being respectful, approachable, empathetic and team oriented • Time management: Managing time well and being on time 	<ul style="list-style-type: none"> • Able to demonstrate creative use of visuals • Able to demonstrate interest in sports social media • Interest/experience in using virtual production to produce new strands of live digital content
Skills	<ul style="list-style-type: none"> • Experience with video editing software • High level of spelling and grammar with strong attention to detail • Excellent communication skills • Ability to work under pressure of tight deadlines and changing priorities 	<ul style="list-style-type: none"> • Experience with Adobe creative suite software

How to apply:

Please send your covering letter and CV to recruitment@racecoursemediagroup.com by midnight Wednesday 1st May 2024.

RMG Operations is an equal opportunities employer and does not discriminate on grounds of sex, sexual orientation, marital status, race, colour, ethnic origin, disability, age or political or religious belief in its recruitment or other employment policies.