



**Job title:** Virtual Event Producer  
**Location:** London or Manchester  
**Responsible to:** Inspiration Manager  
**Salary:** London - £28,000 - £32,000 Manchester - £26,000 - £30,000  
**Contract:** Full time

**Please note, if you do not provide a covering letter your application will not be considered.**

### **What is Speakers for Schools?**

Founded by ITV Political Editor Robert Peston (Trustee), and chaired by Andrew Law (Caxton Associates), Speakers for Schools was created to help level the playing field for UK state schools and their students by giving them the same access to the UK's leading figures from politics, business, science, sport, the arts and more, as that enjoyed by private schools.

Bill Gates, Baroness (Martha) Lane Fox, Professor Brian Cox, David Dein, David Cameron, Natalie Bennett, Ed Balls, Naomi Campbell and over two thousand other influential, eminent and inspirational people, have been kind enough to volunteer their time to speak with Speakers for Schools. Almost a million Young People have attended a Speakers for Schools talk.

In 2016, we launched our Experience Programme. Experience works with our outstanding network of speakers and partner employers, to offer young people, amazing work experience opportunities, which would often be out of reach to them.

Our Experience Programme has more than trebled in impact since September as employers such as the Bank of England, M&C Saatchi, Disney, Spotify, Santander, Morgan Sindal, BA, BP, Cisco and others offer placements to thousands of Young People. In March we launched a ground-breaking virtual work experience programme in response to the Covid-19 pandemic.

### **The role**

We are looking for an experienced Technical Virtual Event Producer to work alongside the Inspiration team by being the primary technical contact for our Speakers and Schools virtual events.

### **Duties/Responsibilities:**

- Producing virtual events (both during and after school). Configuring the layout, design and features using OBS studio and other applications.
- Broadcasting both on TikTok and via HTML5 web player on the Speakers for Schools website using OBS studio.
- Coordinating and conducting technical tests for virtual talks with speakers/their offices, guiding them through the process
- Working with the Inspiration Team to meet speaker/school expectations for the broadcasts. E.g., Panel event set ups.
- Managing a network of speakers to deliver virtual events (between one speaker and one school), in addition to technical production of virtual events.

### **Skills and Experience:**

- Experience in a professional environment (full-time) preferably managing outreach or communications with a variety of stakeholders and/or the curation and technical production of virtual events.
- Experience of running large-scale virtual events for thousands of audience members.
- Experience live streaming media (audio/video), AV production, encoding, networks, servers, audio editing, would be desirable. Using OBS studio for live streaming on different platforms desirable.
- Confident with managing technical issues
- Basic knowledge of UK school system (non-university, as our charity only works secondary schools)

### **Benefits offered at Speakers for Schools:**

- 25 days annual leave plus bank holidays
- Morning of your birthday off
- Pension scheme
- CharlieHR perks
- Perkbox
- £500 a year training allowance

### **Diversity at our core**

At Speakers for Schools, we are committed to encouraging equality and diversity among our workforce, and eliminating discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We welcome applications from all, including those where employment has been affected by Covid19 and those seeking to change careers. Diversity is at our core, join us.

### **How to Apply:**

Please apply as soon as possible submitting your CV and a one-page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period.

Please provide any links to examples of previous work (e.g. recordings of virtual events).

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Appointees are subject to a successful DBS check.

### **The Journey to joining Speakers for Schools:**

Interviews will be scheduled as applications are received, before the closing date, and will take place over Microsoft Teams. We may appoint before this date depending on applications.

### **Deadline for Applications: 24th May**

Our new team members will start ASAP.