

Photography & Image Coordinator – 12 month FTC maternity cover

Hawkins\Brown Job Description

Reporting to: Communications Director

Role: To support the Communications Director in managing and coordinating the ongoing work of the Communications Team and lead specific projects on an ad hoc basis

Level of qualification: At least two years' experience in a similar role
An interest in architecture and design is desirable

Occasional (less than once a month) travel to Edinburgh or Manchester may be required.
Occasional (less than once a month) evening work may be required.

Key areas of responsibility (including but not limited to);

Photography

- Manage all aspects of commissioning the roughly 50 photoshoots Hawkins\Brown requires every year.
- Commissioning & briefing photographers for photoshoots of buildings, interiors, portraits, models, ad hoc items
- Coordinate photographers' schedules for all commissions
- Prepare, review, and maintain a roster of talented photographers with information on costs & terms & conditions.
- Prepare standard photography briefing, licensing and consent forms.
- Oversee photography budget and ensure photographers' invoices are paid by the finance team.
- Book photographers for internal and external events where required
- Oversee the internal Hawkins\Brown photography studio and programme of training.
- Contribute to professional photography when required.
- Develop video, drone, and timelapse strategy and commissions in collaboration with the Communications Director.
- Liaise with Hawkins\Brown's PR agency ING media about their requirements for press photos, and ensure shared photos are kept up to date.
- Be the main point of contact for photography enquiries throughout the office.
- Support our studios in Manchester and Edinburgh to manage their photoshoots and provide advice when necessary.
- Work with other members of the support team to improve the quality of photo management within the studio and support the development of better resources for photography storage.
- Take ownership of admin related to photography tasks

Other Activities

- Represent the photography aspects of the communications team at internal and stakeholder meetings
- Contribute to photography inclusions in production of major projects within Hawkins\Brown communications strategy as required, such as review and improvement of existing assets, one-off publications and bespoke materials
- Assist the communications assistants with admin and daily tasks during busy periods.
- Assist the wider communications team at events as required (example tasks: assisting on the door or with social media)

Key Skills Required

- Knowledge of InDesign and Photoshop
- Knowledge of Open Asset or other image library software and website content management systems would be helpful but not essential
- Excellent organisation and communication skills
- Initiative and flexibility
- Strong attention to detail
- Conscientious
- Enthusiastic
- Experience of working with professional photographers is essential (but they do not need to be architectural photographers)
- Ability to set own deadlines + priorities + manage own workload in a self-directed manner.

These are the key tasks as currently defined. They are not listed in priority order. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the position and the level of responsibility implied in it.