



Job Description – Digital Content Producer (Part-Time)

Position: Digital Content Producer

Organisation: The Keep Military Museum, Dorchester, Dorset

Job Type: Part-time – including occasional weekends.

Contract Type: Fixed Term – 12 Months (14 hours per week)

Salary: £12.60 per hour

Supervised by: Visitor Experience Manager

Location: Hybrid – Dorchester (DT1) and Remote Working

Background

The Keep Military Museum aims to become the one of the leading museums in the south west, inspiring the public by describing the history of war and conflict through the experience of the soldiers of Devon and Dorset and their families and communities. Unfortunately, the museum has been closed to the public since the end of 2024, due to issues with The Keep building. The museum has recently received funding from The National Lottery Heritage Fund to undertake a Resilience Project during this period of closure.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Resilience Project, of which this role is a part of, is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to create this position in support of this project.

Purpose

As Digital Content Producer, your work will focus on creating a high quality, engaging and informative series of videos and written content. Reporting to the Visitor Experience Manager, you will be responsible for the administration and development of our online engagement material, including videos (YouTube, TikTok and other video sharing platforms) and written content for the museum website and social media platforms.

The role is Fixed Term for 12 months, working between 10:00 and 17:00 each Wednesday and Thursday, although we can be flexible on the days of the week if required.

Key responsibilities

Video Production: Plan, research, film and edit video content to be posted online. Video content will focus on military history and museum activity. Production will be a mix of short clips and longer feature videos designed to reach engage different groups in our audience.

Digital Asset Creation: Photograph and video capture live events, museum objects and other subjects for future museum use.

Social Media: Manage and monitor the museums social media platforms, and implement a calendar of regular content posting, in conjunction with the fundraising and outreach officers.

Volunteer and Staff Support: Work closely with members of museum staff and volunteers to support and promote activities and projects, and develop their digital skills.

Qualifications and Experience

- Experience of creating appealing digital content for online platforms such as TikTok and YouTube.
- Experience with video editing software, such as Adobe Premier Pro or similar.
- Experience with different social media platforms and audiences such as Facebook, Instagram, X and LinkedIn.
- Experience with digital capture hardware including video and audio recording equipment.
- Knowledge of Creative Commons licensing and digital accessibility.

Personal Skills and Attributes

- You will be a good co-operator with other staff, but happy to work independently on your projects.
- You will be adaptable - able to respond quickly and effectively to unfamiliar and changing situations with a positive attitude.
- You will have problem solving skills and work with initiative, and have the ability to challenge constructively where necessary.
- You will have excellent verbal and written communication skills and work and communicate effectively and appropriately with everyone.
- You will possess strong IT skills (able to use MS Office applications and social media platforms).
- Full UK Driving Licence (Desirable)

Due to the nature of the role, candidates must be flexible and able to work on occasional evenings and weekends.

As part of the museum Resilience Project, we are also recruiting for a part-time Outreach Officer and a Fundraising Officer. Employment would be considered for the right candidate to take on dual roles.

How to Apply:

Please send a CV and covering letter setting out how you meet the requirements of the role to:

Elliot Metcalfe director@keepmilitarymuseum.org

Or by post:

FAO Elliot Metcalfe
Keep Military Museum
Barrack Road
Dorchester
DT1 1RN

Please also contact Elliot if you would like a preliminary discussion about the role or if you have any questions.

Closing Date: Monday 25th August 2025, 17:00.

Interviews: Week commencing 1st September 2025