

Job vacancy

● Digital Content Producer

... The Society

The Royal Geographical Society is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 31 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular *Geographical* magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park and operates nine regional branches in the UK and two overseas. There are 62 permanent staff, together with temporary, and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website: www.rgs.org

The position

We are seeking an experienced and creative Digital Content Producer to create high-quality audio and visual content for use across the Society's communications channels to help us grow and engage our audiences and showcase the work we do, promoting the importance of geography to the world. A key element of the role will be producing compelling video and audio content from events across the Society, in addition to helping shape a consistent and professional approach to the presentation of online content by colleagues, and also online event delivery. You will work closely with the Communications team to develop digital storytelling across our social media channels, helping to shape stories that inspire curiosity, deepen understanding and connect public and professional audiences worldwide.

Working across the breadth of the Society's activities, you will create, and/or aid colleagues and third parties in the production of, compelling visual content including video, graphics and animation. You'll help us take advantage of the many exceptional and unique content creation opportunities there are at the Society, unlocking the storytelling potential of the Society's Collections, expertise and global networks. Through high-quality video, digital content and live event broadcasting, you will support teachers and learners with engaging educational resources, amplify research and professional practice, and catalyse informed action on key global challenges such as climate change and environmental sustainability. You will harness the visual and narrative power of geography in the field, producing compelling content across areas such as exploration and travel that brings the Society's work and grants programme to life and engages diverse audiences.

This role will report to the Programmes Manager, but you will also work closely with the Communications team, supporting the Digital Communications Officer in delivering their digital communications strategy, and be part of cross-team collaboration that helps our charitable services reach more people.

Salary and application details

This is a permanent, full-time post subject to successful completion of a probationary period of three months. The salary range for this post is £33,550–£35,666 per annum depending on experience and qualifications. The post is based in Kensington, London.

The post holder will be required to work Monday evenings until 8.00pm during term time (September–June, 30 lectures total), with TOIL provided. Additional evening and occasional weekend work will be required, by prior arrangement, to support events, typically around two extra evenings per month and some weekend conferences (e.g. in July and November 2026), with TOIL or overtime provided.

There are a range of benefits at the Society which include the following:

- Full time working week of 35-hours with core working hours between 10.00am–4.00pm.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Pension scheme – 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Free annual eye test.
- Free annual flu vaccination.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support.

The Society aims to be an equal opportunities employer. Applicants must have the right to work in the UK. The Society is unable to offer work visa sponsorships.

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To apply, please submit the following to hr@rgs.org by 10.00am on Monday 1 June 2026:

- A current CV outlining your relevant experience.
- A covering letter (maximum two pages) explaining how you meet the criteria for the role and your interest in working at the Society.
- A small portfolio of relevant work, showcasing examples of comparable digital content. For each example, please include a brief outline of the intended target audience and your specific role and contribution to the project, including the extent of your involvement in areas such as concept development, briefing, direction, filming, editing, sound, and scripting.
- Completed monitoring form.

This information will help us understand both your creative and technical capabilities, as well as your approach to content production and storytelling.

Interviews are expected to take place on Tuesday 9 June 2026. Please note that interviews will be face to face at the Society in London.

We thank, in advance, all candidates for applying and regret we are unable to write separately to those who are not selected for interview.

Job description for the post of Digital Content Producer

Post: Digital Content Producer

Department: Communications and Engagement

Responsible to: Programmes Manager

Persons reporting: None

Location: South Kensington, London

Salary: £33,550–£35,666 per annum

Purpose of post

This role will manage the creation and delivery of high-quality audio and visual content across the Society, including video, audio, and podcasts, for events, social media, and educational resources. The role holder will capture, edit, and distribute content to professional standards, ensuring accessibility, branding, and online engagement, while supporting colleagues to deliver consistent online and hybrid events. The role will manage the Society's video assets and platforms, and work closely with the Communications team to develop digital storytelling that extends the reach and impact of the Society's work, connecting public and professional audiences worldwide.

The role will enable the production of:

- Full-length event recordings for Monday night lectures, public and other high-profile Society events.
- Short-form video content for social media, including speaker highlights, event trailers, explainers, and behind-the-scenes features, designed to increase reach and engagement across channels.
- Audio and video podcast, supporting educational outreach and public engagement.
- Hybrid and online events delivered to professional broadcast standards, including live streaming and interactive online sessions, expanding access to national and international audiences.
- Support and training for colleagues, enabling other teams to produce and deliver high-quality online events, expanding organisational capability.

Duties and responsibilities

Content production

- Manage the full-cycle production of video and audio content across the Society, including scripting, storyboarding, and directing, with the ability to shape compelling narratives and ensure strong editorial coherence from concept through to delivery.
- Identifying opportunities to tell stories and extend the reach of our work, working in close collaboration with the Communications team who will guide the content you produce.
- Capture a wide range of video content at Society events, including:
 - Full-length event recordings
 - Talking-head videos
 - Interviews with speakers
 - B-roll and behind-the-scenes footage
- Train and support colleagues so online and hybrid events are delivered to a consistently high standard.
- Help develop consistent production standards for podcast and studio-based content across the Society.
- Provide hands-on support for high-profile or complex events.



Post-production

- Produce:
 - Full-length event recordings
 - Speaker soundbites and short explainer clips
 - Podcast and video podcast content
- Edit long-form and short-form video and audio content, shaping material into engaging narratives aligned with the Society's editorial voice for social media, working closely with the Digital Communications Officer, and educational resources.
- Add captions, graphics and branding elements as required, ensuring accessibility and quality.
- Led by the Communications team, you will create platform-specific video content for the Society's social media channels including Instagram, LinkedIn, X, and YouTube.
- Working closely with the Digital Communications Officer to support wider Society campaigns and membership marketing.

Hybrid and online events

- Direct and deliver multi-camera live productions for global audiences, including shot selection, pacing, and live storytelling, while seamlessly integrating presentation content, remote contributors, and in-theatre audiences.
- Operate and manage equipment for live events and podcast recordings.
- Ensure recordings are captured to a consistently high technical and editorial standard.

Video storage, publishing and distribution

- Manage Vimeo as the Society's primary platform for video storage, hosting and distribution and support a regular cycle of review of the best platforms for us to host content on.
- Upload, organise and publish event recordings and edited content, ensuring correct metadata, accessibility features and branding.
- Embed and distribute video content across the Society's website and digital channels.
- Maintain an organised archive of video assets for future use by both specialist and public audiences.

Any other duties required by the Programmes Manager, Communications and Marketing Manager or the Director.

Selection criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged, and it is in your interest to ensure that you cover each of these areas in the covering letter of your application.

Essential

- Experience in video and audio podcast production, including filming, editing, and creating engaging content for social media channels and YouTube.
- Strong storytelling skills, with experience developing compelling narratives, translating complex topics into engaging visual and audio content.
- Ability to maintain a consistent editorial voice across platforms.
- Technical proficiency with professional production equipment, such as Panasonic PTZ cameras, Blackmagic Design systems including cameras and ATEM switchers.
- Experience using live streaming and broadcast platforms, such as vMix, Streamdecks and Vimeo.
- Experience recording and producing high-quality podcast audio, such as the RØDECaster Pro or similar.



- Proficiency in editing software such as Adobe Creative Cloud and working knowledge of motion graphics.
- Familiarity with analytics tools and performance reporting for video and podcast content.
- Systematic approach to tasks, with the ability to multitask effectively, use initiative, and work efficiently under pressure.
- Excellent attention to detail, with strong organisational and time management skills.

Desirable

- Knowledge and experience of contemporary geography, or a closely related discipline, with a strong understanding of the breadth of the discipline across the human and natural sciences.
- A geography qualification (undergraduate or postgraduate).
- Experience in multi-camera studio production and live event broadcasting.
- Previous involvement in public engagement activities and events.
- Experience developing educational and research-led content.