

## **Brief for podcast series audio engineer** **An Understanding British Portraits professional network activity**

Release date: 31 May 2023

Expected timescale of appointment: 12 days per host, used flexibly between September 2023 and August 2024

Fee: £6,000 including all expenses, for an 8-episode podcast series

Based in own office, online meetings and occasional meetings in London.

Application deadline: **12 noon, 3 July 2023**

The Understanding British Portraits professional network (UBP network) is looking to engage an audio engineer to support the development and delivery of a new podcast series of eight episodes launching next year. Aimed at the museum/gallery/heritage sector and wider listenership in the UK, the podcast content will be developed by four freelance hosts. The engineer will support the hosts in developing their technical knowledge around podcast programming, support script editing, and edit all the episodes for launch.

### **The Understanding British Portraits professional network**

Supported by Arts Council England as a Subject Specialist Network, Understanding British Portraits is an active network with free membership for professionals working with British portraits including curators, collection-based learning professionals, researchers, academics and conservators. It aims to enhance the knowledge and understanding of portraits in all media in UK collections, for the benefit of future research, exhibitions, interpretation, display and learning programmes.

For more information on Subject Specialist Networks please see: <https://www.artscouncil.org.uk/supporting-collections-and-cultural-property/subject-specialist-network-fund>

The network is managed by a Steering Group drawn from the following organisations: National Portrait Gallery, London; Oxford Dictionary of National Biography; National Trust; Tyne & Wear Archives and Museums; and Bristol Museum & Art Gallery. Established in 2007, the network now has 1,300+ individual professional members and is engaged in the following activities:

- A specialist events programme of seminars (in-person and online) and private collection visits.
- A Fellowship programme for professionals wishing to develop their portrait expertise.
- A resource-rich website with practical toolkits, expertise database, a film archive of past events, online publishing, queries board, portrait news and members' blog. The podcast is a new venture for the network, and fits within these complementary activities.
- A regular e-newsletter and Twitter feed to keep portrait professionals connected and informed.

See more at [www.britishportraits.org.uk](http://www.britishportraits.org.uk)

### **The podcast series**

The series is intended to support debate and enquiry around portrait interpretation, display, curation, research and audience engagement. It will reflect current museological concerns and add fresh voices and perspectives

to the conversations taking place. It will have compelling, relevant content which our professional members, the wider sector and interested public will find considered and engaging.

We are engaging four hosts from a range of professional backgrounds who are interested in sharing their perspectives. They will each have 12 days to design, plan and deliver two podcast episodes of 30 minutes each. They will not necessarily have any audio/podcasting experience: we are seeking to appoint hosts with great ideas for content, and plan to work with them to develop a series tackling important current issues and events in the museum/heritage sector which relate to portrait curation, research, cataloguing and audience engagement. The audio engineer will advise on all the technical aspects of the podcast development, work with the hosts in shaping their episode content, provide technical training on recording interviews or roundtable discussions, help with script editing, and manage all the audio engineering aspects of editing and packaging the podcast episodes. Hosts and engineer will be supported throughout by the UBP network Researcher/Co-ordinator for project and budget management.

## **The role**

The audio engineer will

- Provide a training session on recording equipment and file management to the four podcast hosts.
- Advise on script editing and shaping each episode, in collaboration with the relevant host.
- Edit (cleaning audio and adding sound/music as required) and publish each episode
- Produce social media assets using images (provided) or wavelenghts or other animation overlaid on short segments of audio optimised for Twitter marketing.
- Advise on branding and marketing strategy, to be implemented by the UBP network's personnel.
- Help develop the content calendar
- Actively support the creative development of the project with ideas and advice to improve process and content.
- Liaise with network and podcast personnel, reporting on progress, supporting promotion and contributing to evaluation

The engineer will attend occasional meetings with the steering panel in London, though it is anticipated that the majority of communication will be by email and online meeting.

## **Person Specification**

We welcome applications from those who meet many or all of the following criteria

- Experience of engineering audio content for radio, podcast or audio trail, including editing, mastering, subtitling and sourcing music as appropriate
- Experience in producing multimedia content for social media
- Enjoys collaborative working
- An interest in the museum/heritage sector and/or portraiture
- Experience of commissions from museums/galleries/archives, or delivering project outcomes for comparable client organisations
- Excellent interpersonal communication skills
- Experience of working to budget
- Ability to meet deadlines
- Ability to work with a range of partners and stakeholders
- Ability to work on own initiative, alongside a small team

A total fee of £6,000 is available from the network's Arts Council England project grant, covering eight 30-minute episodes (£750 per episode). The fee will be paid in instalments on a schedule to be agreed with the

appointed engineer. The contract is time-limited and the engineer will work from their own home/office with occasional meetings in London. The appointee will need to be registered as self-employed with HMRC for tax purposes (recent evidence of tax status will be required by date of appointment). The engineer will work in collaboration with the four hosts, and UBP network Researcher/Co-ordinator, and other UBP network personnel including the Steering Group, to realise this project and see it through to launch.

### **Project timeline**

August 2023 – appointments of engineer and hosts.

September 2023 – briefings and discussion with all hosts and engineer.

October/November 2023 – hosts work up detailed plans for their episodes (themes, contributors, equipment required, travel involved, budget, timescale for delivery of material to engineer).

December 2023-April 2024 – hosts record script and interviews, conduct travel, etc. as required, and deliver audio material to engineer as agreed.

May-August 2024 – hosts work with engineer and UBP network personnel to edit script and complete production of their episodes. Series launched in September 2024.

### **How to apply**

To apply, please submit the following three elements by **12 noon, 3 July 2023** to Bryony Smith, UBP network Researcher/Co-ordinator at [bsmith@npg.org.uk](mailto:bsmith@npg.org.uk):

- **A letter** (no more than two sides of A4) giving evidence of how your skills, knowledge and experience meet the person specification
- **A current CV**, with details of two referees
- **Examples of previous work** (hyperlinks where material is available publicly, or MP3 files)

Shortlisted applicants will be invited for an informal online interview in early August 2023. If you have any queries, or wish to discuss the brief further, please contact Bryony Smith, UBP network Researcher/Co-ordinator at [bsmith@npg.org.uk](mailto:bsmith@npg.org.uk).

The UBP network is committed to equality of access to its employment. We welcome applications from all sections of the community. We particularly encourage applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, as these groups are underrepresented within the Arts field /National Portrait Gallery. Should you require application details in another format please contact us at [bsmith@npg.org.uk](mailto:bsmith@npg.org.uk).