ST JOHN'S COLLEGE

CONTENT PRODUCER - FIXED TERM CONTRACT
JANUARY 2027

St John's College is a world-class Anglican School situated on a magnificent campus in Houghton, Johannesburg, offering quality education from St John's Bridge Nursery School to St John's Sixth Form. The school has an outstanding academic record and an excellent reputation in sport, music, drama, art and debating.

We are seeking to appoint a Fixed- Term Content Producer to capture the story of daily life across the five schools of St John's College in photographs, video and words. The successful candidate will cover the events in the school diary and the unplanned moments that catch the eye, from jacarandas in bloom and a rainbow over to our beautiful heritage buildings. The content created will feed the St John's College social media schedule and the broader marketing.

Key responsibilities

- **Photography & Video Production:** Capture, edit, and archive photos and videos (short-form and long-form) for school events, staff/student portraits, and social media, ensuring high quality, proper audio, and quick turnaround.
- **Content Creation & Copywriting:** Draft and verify accurate captions/copy that use the correct school names and nomenclature and follow the brand guidelines and the social media schedule, in collaboration with the Marketing and Communications Officer.
- **Compliance & Authenticity:** Maintain strict compliance with photo consent, safeguarding, and POPIA requirements using only official college equipment and storage. Generative and AI imagery are strictly prohibited, including tools such as generative fill and generative remove. Standard exposure, colour and cropping edits are acceptable.
- **Equipment & Asset Management:** Secure, clean, and maintain all college-provided equipment, keep an asset register, and manage/tag content in the photo library. St John's College provides the equipment for this role.
- **School Engagement & Collaboration:** Participate in weekly student Media Club sessions with the Marketing and Communications Officer, collaborate with staff across all five schools, cover live events, and support broader marketing projects.

- **Innovation:** Monitor social media trends, pitch new content concepts to the Head of Marketing & Communications, and track basic performance metrics.

Minimum requirements

- National Senior Certificate (Matric).
- A diploma or degree in photography, film, media, journalism or a related field, or equivalent practical experience.
- At least one year of photography and video experience, which may include freelance work, internship or studies.
- A portfolio of photography and video work. Please include a link to this with your application.

Knowledge, Skills and Personal Attributes

- Confidence with a mirrorless or DSLR camera, and a basic understanding of lighting and sound.
- Working knowledge of editing software, such as Adobe Lightroom, Photoshop and Premiere Pro, or similar tools.
- Good written English for captions and short copy.
- Familiarity with the main social media platforms and the formats each one uses.
- Experience producing longer-form video content, working in a school or with young people, and using basic graphic design tools such as Canva will be an advantage.
- A self-starter and creative storyteller who spots stories, plans coverage, and captures compelling moments without waiting to be asked.
- Positive, reliable and easy to work with: takes direction well and follows St John's College policies and processes.
- Curious about new trends and keen to learn.
- Responsible for valuable equipment.
- Adaptable and willing to work flexible hours, including early starts and evening and weekend events such as sports fixtures, concerts, productions, and prize giving.

Behavioural Success Factors

- Growth mindset: Actively seeks feedback and is willing to consider alternative perspectives and ideas, uses constructive criticism to improve.
- Proactive attitude: Demonstrates initiative and professionalism in all aspects of the role.
- Communication skills: Strong written and verbal communication skills are essential for building positive relationships with staff, students, and parents.

- Organisation and time management: Capable of planning, prioritising and managing workloads effectively to meet deadlines.
- Student-centred approach: Encourage student development in the weekly Media Club by creating an inclusive, supportive space where students learn to tell stories through photography and video
- Child welfare commitment: Demonstrate a strong dedication to the welfare and well-being of children, with knowledge of Safeguarding principles and in line with St John's College's Legacy of Care.

Members of staff are expected to demonstrate a commitment to work within the values, Christian ethos and mission of the school.

To apply for this position, please complete the application form at the following link ***Application Content Producer*** by no later than Monday**, 23 November 2026**.

At St John's College, we are committed to proactive safeguarding and promoting the welfare of all our children. All staff who have access to children will be vetted in accordance with the St John's College safeguarding policy. This policy stipulates that staff are required to undergo all the necessary background checks in keeping with the requirements for safeguarding and child protection in South Africa, and all staff perform duties in accordance with our school's HR Policies.

The school reserves the right not to proceed with the filling of the post. The appointment of candidates is at the sole discretion of St John's College, taking into account factors such as St John's College's Employment Equity Policy. Applications are welcomed from South African citizens only or persons with a valid work permit. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted. If you have not heard from St John's College within two weeks of the closing date, please assume that you have been unsuccessful in your application.

St John's College will process applicants' personal information in line with POPIA (Protection of Personal Information Act), using it only for recruitment, selection and reporting, and will take all reasonable measures to keep it confidential and secure. By submitting your application for this position, you are recognising and accepting this disclaimer.