



POSITION DESCRIPTION

Programs and Operations
Faculty of Fine Arts and Music

Virtual Production Coordinator – Screen

POSITION NO	0058842
CLASSIFICATION	UOM 7
SALARY	\$98,402 - \$106,519
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time
BASIS OF EMPLOYMENT	Fixed - 2 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Michał Szczepański Manager Recording & Visual Technologies Faculty of Fine Arts and Music University of Melbourne P +61 3 9035 9451 M 0412 724 666 E michels@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Virtual Production Coordinator will ensure operational integrity of a new, complete, on set virtual production system. They will have experience of working in Virtual Production across a variety of duties including maintaining state-of-the-art hardware and software systems, providing front line support to on set operators (staff, students and external creatives), troubleshooting in a fast-paced and cutting-edge virtual production environment and working closely with research and program partners.

The Virtual Production Coordinator - Screen coordinates and supports students in close consultation with key academic staff within the Film and Television Department to ensure that Projects are delivered effectively and to a high standard, whilst ensuring Health and Safety policies and processes are maintained.

The position plays a key role within the Faculty of Fine Arts and Music Programs and Operations team. The Programs and Operations team manages the operational delivery and technical support of our artistic and creative programs, specialist studio and infrastructure, primarily across the Southbank Campus. The Programs and Operations team includes digital, technical, production and studio management staff who support teaching and learning programs delivered by the Faculty. Reporting to the Recording And Visual Technologies Manager, the Virtual Production Coordinator - Screen will have a high degree of autonomy as part of the Film and TV Programmes and Operations Team.

The position requires a person with the necessary competencies to undertake the key responsibilities of this role, but who is also willing to work in an educational environment where excellent communication skills, management of workflow and the ability to work cooperatively as part of a wider team are vital. The incumbent will be expected to develop, contribute to and maintain effective working relationships across the university and with external research and program partners.

1. Key Responsibilities

1.1 VIRTUAL PRODUCTION, EVENTS AND ADMINISTRATION

- Drive complex hardware & software solutions to assist in virtual production data acquisition & display on set.
- Provide high level technical support for virtual production operators, artists, and production staff.
- Troubleshoot complex, on set technical issues, package up problems, and redirect to the production team when required.
- Develop and script on set virtual production tools to meet immediate, production demands.
- Experience with C/C++/C# programming.
- Manage and ensure correct setup of virtual production hardware systems.
- Help manage a wide array of existing workflows and scripts.
- Lead review of documentation for virtual production hardware or software setup to reflect any on set changes.
- Work as part of the global UOM virtual production team to provide effective virtual production solutions.
- Together with on set virtual production operators, test and validate newly deployed or released hardware or software solutions. Work closely with the technical and academic teams in testing and releasing new and modified systems.
- When not executing work for a specific on set production, serve on the virtual production work on projects that improve the reliability and efficiency of virtual production systems.
 - Communicate effectively with leads and other virtual production team members.
 - Troubleshoot storage connectivity
 - Lead teams responsible for Media Systems (Video feeds/signal flow)
- Provide complex network and hardware configuration for virtual production studio.
- Remotely manage and support on-set virtual production systems..

2. Key Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a Film related degree (or equivalent) with significant relevant industry experience or a combination of relevant experience and education and training.
- ▶ Or, Completion of an Interactive Media related degree (or equivalent) with significant relevant industry experience or a combination of relevant experience and education and training.
- ▶ Extensive experience leveraging a diverse set of technologies to achieve real-time creative outcomes. Including experience in the configuration, development and

administration of real-time interactive hardware and software projects. With examples of creative problem solving.

- ▶ Demonstrated ability to provide instruction and training.
- ▶ Demonstrated ability to work constructively when dealing with conflict to achieve required outcomes.
- ▶ Demonstrated ability to work proactively and with limited direction.
- ▶ Experience using and scripting for DCC editors and/or 3D tools.
- ▶ High level of experience with Mac and Windows operating systems.
- ▶ Be self-motivated and flexible in responding to changing work priorities, with the ability to work independently and as a member of a team.
- ▶ Ability to troubleshoot under pressure.
- ▶ Demonstrated professional organisational and administrative skills with the ability to plan, co-ordinate and carry out tasks and projects through to completion to meet deadlines and balance competing demands.
- ▶ Expertise with relevant software skills, including a sound knowledge of packages that include Unreal Engine, Avid media composer, DaVinci Resolve, Unity3D.
- ▶ Excellent communication and interpersonal skills including the ability to present information clearly in writing and in person, persuade and negotiate, and to interact effectively with tact and discretion in dealings with students, academic and administrative staff.

2.2 DESIRABLE

- Proven track record working in film production / post-production facilities, including examples of problem solving in real time.
- Extensive experience and broad knowledge of the film industry from a production basis, including OHS compliance, risk assessments, insurance requirements.
- Good level of knowledge of networking principles and equipment (Switches, routers, cabling, VLANs etc).

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position reports to the Recording And Visual Technologies Manager. The incumbent will be required to liaise with administration, technical staff and academic staff on a regular basis.

3.2 PROBLEM SOLVING AND JUDGEMENT

Perform work assignments guided by policy, compliance and professional standards. Decision making is based on depth or breadth of expertise developed through extensive relevant experience and application.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have a thorough knowledge of Film and Screen Industry as it relates to production related OHS compliance and production paperwork, risk assessment documentation and insurance. The incumbent is also required to understand how industry requirement intersect with University policy and procedures to ensure that these requirements are also met.

3.4 RESOURCE MANAGEMENT

The Virtual Production Coordinator - Screen will be required to apply experience and technical knowledge in accordance with relevant University, Faculty and occupational health and safety policies and procedures when liaising with the Faculty staff and students, as well as creative professionals in the field

3.5 BREADTH OF THE POSITION

Frequently working with internal and external stakeholders, the position holder will deliver outcomes specifically for the Faculty and which are cognisant of broader University aims and Infrastructure and Operations. The responsibilities of the position are reasonably broad and varied requiring the appointee to liaise with a wide range of people by telephone, email, and in person. The diversity of the responsibilities demands flexibility, the ability to work autonomously, and effective collegial attributes.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF FINE ARTS AND MUSIC

6.2 BUDGET DIVISION

finearts-music.unimelb.edu.au

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at

<http://about.unimelb.edu.au/careers>

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>