



## POSITION DESCRIPTION

Position Title	VIDEOTAPE DIGITISATION OFFICER	Position No.	[Position No.]
Team	Product & Content Technology	Classification	Content Maker
Department	Content Management – Collections	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Ultimo	Band / Level	Band 5
Reports to	COLLECTIONS DEVELOPMENT LEAD 50059546	HR Endorsement	21/12/2020
Purpose			

Digitise ABC videotape collections and ensure migrated files are successfully uploaded to the ABC's digital archive.

### Key Accountabilities

- Under general direction, assess, evaluate, dub and transfer material from videotape and coordinate upload of digitised files to CoDA (Content Digital Archive).
- Work closely with Collections staff to identify and carry out remedial work on content requiring re-mastering or advanced preservation work.
- Operate independently and display initiative in resolving moderately complex problems.
- Effectively communicate with digitisation team to ensure project and departmental deadlines are met; and contribute to any moderately complex project work as required.
- Liaise with ABC maintenance and IT staff to facilitate the repair of machines and systems.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

### Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications, or skills, knowledge and experience within an AV broadcast, digitisation services or technical archives environment.
2. Demonstrated experience in the operation of TV broadcast technologies and systems and the management of content in a file-based environment.
3. Advanced understanding of tape formats and knowledge of aging and/or damaged tapes and strong ability to adapt to new technologies.
4. Sound planning and organisational skills with a strong project focus and the ability to prioritise work effectively, manage multiple and competing demands and deliver on tight deadlines.
5. Sound communication and interpersonal skills with the ability convey ideas and information in a clear, concise and positive manner, and work either independently or as part of a team.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

