



POSITION DESCRIPTION

Position Title	ASSISTANT VIDEO PRODUCER	Position No.	50060757
Team	Entertainment & Specialist	Classification	Content Maker
Department	Triple j	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Ultimo	Band / Level	Band 4
Reports to	SENIOR VIDEO PRODUCER 50024015	HR Endorsement	25/02/2021

Purpose

Assist in the production and administration of video, photography and other digital content for triple j's networks including Double J, Unearthed and triple j.

Key Accountabilities

- Assist with the set-up and filming of triple j's live in studio performances and other video content.
- Work with the triple j video team to shoot and edit content and ensure timely publishing and effective distribution of all material.
- Assist with optimizing content for online e.g., reformatting for different platforms, adding subtitles etc.
- Co-ordinate administration of content and file management tasks for the team.
- Assist with the production of video content for triple j events, live festival broadcasts, special events and station campaigns.
- Shoot and edit material for other triple j programs and campaigns as required.
- 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. Proven experience in assisting on or developing and producing creative, accessible and relevant video content for a variety of audiences, including a young audience.
2. Demonstrated multi-camera shooting and multi-camera editing experience.
3. Experience using digital editing systems such as Adobe Premiere and the Adobe CC Suite.
4. Advanced knowledge of web publishing/multimedia, including using social media.
5. A proven team player with strong interpersonal and motivational skills. Ability to meet tight deadlines.
6. Proven experience as a photographer, with the ability to edit images for web, mobile and print.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **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.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.





POSITION DESCRIPTION

10. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.