POSITION DESCRIPTION

Position Title: Educational Media Production Officer
Organisation Unit: Institute for Teaching and Learning Innovation (ITaLI)
Position Number: 3026628
Type of Employment: Full time, Fixed-term
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Organisational Environment**

The Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning, professional education and innovation. ITaLI is an integrated teaching and service delivery centre for teaching and learning practices at UQ. ITaLI maintains a flexible operating structure to drive and support innovation and excellence for these activities.

Directed by the Pro-Vice-Chancellor (Teaching and Learning), ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics, and aims to transform teaching and learning across the University through the delivery of faculty and executive prioritised, teaching and learning services. ITaLI addresses critical areas of need in teaching and learning by bridging the gap between the exponentially-expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff, and improve the learning experience of students.

Information about ITaLI may be accessed on our website at [http://itali.uq.edu.au](http://itali.uq.edu.au)

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

This position will be responsible to the Educational Digital Media Producer for the functions relating to the collection, post production, and editing of educational assets designed for UQx, edX and UQ courses of study. The position requires a sound knowledge of design, postproduction workflow and file management, editing, studio and field production, and equipment maintenance.

**Duties**

Duties and responsibilities include, but are not limited to:

Assist in the planning, direction, production and delivery of high quality educational media assets:

- Assist in the preparation of planning documents including scripts, précis, storyboards and pre-visualisations;
- Assist in the production of finished-work presentations, authored in commercial tools such as PowerPoint, Keynote, Prezi et al, for inclusion in live video recording sessions;
- Prepare, shoot and edit educational video in a small studio setting, with a focus on talent coaching and development
• Prepare, shoot and edit educational video in a field setting, with a focus on well crafted interviews and short narrative pieces

• Support in all aspects of studio and field production, with a focus on camera preparation, lighting, sound recording, file management, quality control, and infrastructure and transport;

• Assist in post-production with a focus on progress tracking, assembly editing, information gathering and fact checking, file wrangling and draft proofing;

• During field production, assist in the adherence to UQ WHS policies and procedures by liaising closely with local staff, guides or minders;

• Implement effective and tested immediate file backup procedures in consultation with the Institute IT Support team; and

• Provide and monitor physical security of Institute equipment through consultation with the Institute Manager.

Assist in the preparation of training materials for UQ educators & researchers in media production and post-production:

• Prepare and test training infrastructure including screen recording, drawing tablets, audio recording equipment, and camera equipment;

• Monitor and report on the global production community via web forums and groups to ensure the Institute implements, and continues to refine, a Best Practice approach to the teaching and learning of production technology in higher education;

• Assist in the development of open production-based teaching & learning tools locally and globally

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the University’s Code of Conduct

• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Educational Digital Media Manager.
SELECTION CRITERIA

Essential

- Completion of a degree; or completion of a diploma with significant relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Experience in digital media capture, editing, and video post-production, particularly in a documentary environment.
- Proficient in the use of presentation software like PowerPoint, Keynote, Prezi or similar.
- Valid Open driver’s license.
- A strong interest in production and production technology.
- Extensive experience with Adobe Creative Cloud, in particular Premiere Pro CC
- Highly organised with the ability to work independently and take initiative.
- Excellent written and verbal communication skills.

Desirable

- Exposure to live television or radio production.
- Experience in education industry.
- Knowledge of broadcast devices including mixing desks, cameras, switchers, chroma keyers, PA’s, recorders and device controllers.
- Knowledge of lighting equipment and theory.
- Sound knowledge of both Windows and Mac computer operating systems, with a focus on OSX.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.