POSITION DESCRIPTION

Position Title: Educational Media Producer
Organisation Unit: Institute for Teaching and Learning Innovation
Position Number: 3026628
Type of Employment: Full time, Fixed-term until 23 December 2021
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+. 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, research and service delivery centre for teaching and learning practices at UQ. ITaLI seeks to establish and maintain a flexible operating structure to drive and support innovation and excellence for these activities.

Under the Leadership of the Director, ITaLI, the Institute 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 projects and services. ITaLI addresses critical areas of unmet 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 the Institute’s web site at www.itali.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

This position is part of the Media Production team within the Course Design and Development (CDD) group of ITaLI and is responsible for supporting the collection, post-production and editing of educational assets designed for UQ courses of study.

The position requires a sound knowledge of design, post-production 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 presentations authored in commercial tools such as PowerPoint, Keynote, Prezi, 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.
- Provide 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 management and draft proofing.
- During field production, assist in the adherence to UQ safety policies and procedures by liaising closely with local staff, guides or minders.
- Implement file backup procedures.
Monitor physical security of Institute equipment in consultation with the Deputy Director (Strategy and Operations).

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 implement, and continue to refine, a best practice approach to the use 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 Media Production Manager.

SELECTION CRITERIA

- Completion of a degree or diploma level qualification with relevant work related experience; or a certificate level qualification with post-certificate relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in digital media capture, editing, and video post-production, particularly in a documentary or training environment.
- Extensive experience with Adobe Creative Cloud, in particular Premiere Pro CC and sound knowledge of Windows and Mac computer operating systems, with a focus on OSX.
- Highly-organised, with the ability to take initiative, prioritise own workload to meet deadlines, and work both independently and as part of a team.
- Excellent written and verbal communication skills, including the ability to liaise effectively with clients by telephone, email and in person.

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 for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.