

CONTENT PRODUCER, BROADCAST & MULTIMEDIA

Role Description

The Business Unit

The Production department sits within the Performing Arts pillar and comprises of a team that delivers production services for ACM across Staging, Lighting, Audio, Broadcast, Wardrobe, Stage Management, and Safety/Training to enable the safe and efficient delivery of events across all of our venues and spaces.

The Production Team is responsible for meeting the Trust's strategic aims to:

- 1) Undertake a series of events of world significance every year
- 2) Incorporate and promote innovation and style in the development and delivery of our programs, ensuring their relevance to Melbourne, Victoria and Australia
- 3) Develop and utilise all our assets, working across our whole estate externally and internally, and linking the experience of the Arts Centre through to the Bowl
- 4) Grasp the opportunities for arts and culture within the digital sphere
- 5) Have a collaborative approach to working with our partners, seeking to promote the most the most significant achievements possible
- 6) Establish a leading reputation for excellence in theatre technical training, management and leadership

The Role

This position is responsible for the multimedia, broadcast and all other related production services across the entire ACM precinct. This is a diverse role within in a team structure that supports and delivers a variety of broadcast and multimedia services to all presenters and stakeholders. The role interfaces directly with all production teams, supporting the event end to end process.

Leads, motivates and inspires a high performing Customer Service team to deliver on Arts Centre Melbourne's strategic goals and functional tasks.

Type	Casual
Reports to	Manager, Broadcast & Multimedia and at times the Supervisor, Broadcast & Multimedia
Direct Reports	n/a
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.2.13
Key Relationships	Internal: All ACM internal teams External: Presenters, Hirers, artists, other venues, suppliers
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Live Performance Employee under the ACM Enterprise Agreement 2018 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	November 2019

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- Relevant professional or tertiary qualification in any of the following fields:
Broadcast, film and television, graphic design, multimedia or equivalent professional experience.

Your skills and attributes

- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.
- Demonstrated experience working in a supervisory capacity within a film, broadcast or digital delivery team in a complex environment.
- Extensive knowledge in post-production services, including video, still images, audio, colour grading, graphic design and preparation of digital content to broadcast standards, specifically:
 - Experience in all aspects of Mac OS
 - Proficient in Final Cut X, Adobe Premiere, AVID Media Composer and/or DaVinci Resolve
 - Experience in Adobe CC programs including Illustrator, Photoshop, After Effects, Lightroom and InDesign
 - Set up and operation of audio recording equipment and post production techniques
 - Set up and operation of camera and associated recording equipment including management of engineering controls and lighting equipment
 - Experience in producing digital content
 - Setup and operation of live streaming technologies, including online webcasting and simulcasting
 - Still photographic equipment and artistic practises
- Experience in the application of OH&S practices with knowledge of OH&S legislation.
- Strong problem solving skills within a complex environment.
- Experience in developing and maintaining professional relationships.
- Experience in managing budgets and financial applications.
- Experience in rostering, managing call sheets and production schedules
- Capability to work under pressure to meet tight deadlines.
- Proven ability to effectively manage digital work flows.
- A proactive approach, with the ability to show initiative.

In the role you will

Accountabilities:

- Working with the Manager of Broadcast and Multimedia to manage staff and lead the day to day operations and related activities across ACM venues to deliver consistently high standards
- Delivery of video content utilising professional software editing solutions, providing support and advice to hirers on editing and preparation of final files.
- Developing, managing and acquitting budgets assigned by the Manager, Broadcast and Multimedia.
- Supervise, roster and direct staff guided by call sheets and/or production schedules
- Plan, write and modify storyboards, call sheets and other relevant material to support an efficient content workflow
- Attendance at production meetings and contributing general expertise and guidance to all stakeholders.
- Setup and operation of multimedia systems, cameras and controls and live streaming solutions.
- Preparation of graphic design materials including animation/ motion/ titling and graphics when required.
- Undertake first line technical maintenance and provide feedback and support to the Manager, Broadcast & Multimedia.
- Assist service providers to undertake routine maintenance on broadcast and multimedia systems.
- Provide input in to Safe Working Method Statements and Risk Assessments to mitigate risk around the use and operation of technical equipment and show specific processes
- Provide reports on faulty equipment to ensure hazards are eliminated, and replacement & repairs are carried out effectively
- Performing other relevant duties and tasks as directed by the Manager, Broadcast & Multimedia
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Decision making:

- Under the broad direction of the Manager, Broadcast & Multimedia, this role manages the day to day delivery of assigned tasks which involves making operational decisions and providing advice on development and style of content.

Working environment/physical requirements:

- General office work with a strong emphasis on computer usage and site work while maintaining safe OH&S practices is required including outdoor and remote locations when required.
- May be required to work at height
- Must be able to lift and carry technical equipment.
- Ability to make quick decisions under pressure.
- Due to the nature of work within the theatre environment this can involve long hours, irregular work patterns & heavy physical work.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.