



## POSITION DESCRIPTION

Position Title	Digital Production Coordinator	Position No.	50034303
Team	ABC Commercial	Classification	Technologist
Department	Content Sales & Distribution	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Ultimo, Sydney	Band / Level	Band 4
Reports to	Release Manager 50052461	HR Endorsement	[Endorsement]
Purpose			

To undertake content processing tasks and assist with the development of a wide range of commercial digital content systems and techniques

### Key Accountabilities

Under the supervision of the Release Manager, undertake the following

1. Coordinate the ingestion of deliverables:
  - Ingestion of digital files and digibeta tapes
  - Editing work for deliverables and promotional material
  - Handling and checking of Closed Captions
  - File management of deliverables across multiple departments
2. Prepare and deliver content for client distribution:
  - Transcode digital files according to digital platform specifications
  - Generate XML files based on client XML schema
  - Create artwork files in multiple formats
  - Package video, XML and artwork files
  - Distribute content using a number of different delivery methods
  - Keep ongoing clients up to date with the status of deliveries
  - Investigate and resolve any issues that may arise
  - Ensure content is processed, packaged and distributed in line with procedures
  - Keep up to date with all digital platform delivery requirements
3. Keep up to date with developments in technology
  - Stay knowledgeable on current developments in technology related to encoding and digital file distribution
  - Receive training in new tools, software and techniques which improve efficiencies
  - Monitor new software and hardware
  - Troubleshoot and report issues with production systems
4. Actively promote the ABC values and apply all relevant workplace policies and guidelines.
5. 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. Tertiary qualification in media production and/or relevant experience, preferably with transcoding and editing
2. Understanding of video and audio formats used for digital platforms
3. Competency with industry standard editing and graphic design software (Final Cut Pro, Adobe Creative Suite)





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4. Working knowledge of XML schemas and metadata associated with digital platform distribution
5. Ability to work well as part of a team and establish effective working relationships with colleagues and stakeholders.
6. Good communication skills, attention to detail and the ability to meet deadlines
7. An understanding of and commitment to the ABC's aims, objectives and workplace values, together with relevant policies and guidelines including Editorial Policies, Equity & Diversity and OH&S.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **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.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.