

Position Description

Video Content Producer & Editor

Position Title	Video Content Producer & Editor
Department	Translations Service
Reports To	Translations Project Coordinator
Location	Brisbane, Sydney or Melbourne

Position Purpose

As a member of the Translations Team, the Video Content Producer & Editor will work collaboratively with internal stakeholders to develop Auslan video-based content using the concept of Transcreation for an Auslan-first approach. This role will also provide video filming and editing services, which may include captioning and voiceover.

Position – Key Result Areas

Under the direction of the Translations Project Coordinator, the Video Content Producer & Editor will work collaboratively to deliver against each of the areas of accountability outlined below. The Video Content Producer & Editor has a shared responsibility for the delivery of Auslan based video content that supports the organisation’s externally funded projects to achieve its deliverables.

Accountability [1-4]

Has direct responsibility over	[1]	Recommends, advises, interprets	[2]
Shares responsibility with others	[3]	Provides information	[4]

Content Development

[1]

Embed transcreation approach when planning and developing video content.

Access a variety of information sources to research content, ensuring that content information is accurate and valid.

Support video presenters on concept development prior in preparation for filming.

Video Production

[1]

Provide input into project planning and scoping of Auslan based video content including estimations on time to complete work.

Produce Auslan based video content including filming of media and communication pieces to suit a wide range of applications and audiences.

Edit Auslan based video content, closed caption and audio files.

Administration

[1]

Work within the organisation’s style guide while being able to extend its direction to meet the needs of other media.

Develop opportunities to collaborate and share information and knowledge with other parts of the organisation.

General

[1]

Other duties as advised by the Manager, Translations.

Comply with the organisation’s policies and procedures for workplace health and safety, ensuring that you do not place yourself or others at risk of injury.

Understand and work within the relevant parts of the organisation’s quality management systems.

Decision Making

Decisions	Recommendations
Time estimates & management, work priorities and procedures.	<ul style="list-style-type: none"> • Process development and performance improvement. • Stakeholder engagement for the consideration of community impact and outcome.

Primary Relationships

Internally	Purpose
Manager, Translations Service	Strategic direction, guidance, support, and advice
Project Coordinator	Direct line management, strategic direction, collaboration, advice, and support
Video Presenters	Content development, collaboration, advice, and support
Other members of the Translations Team	Communication, information sharing, and collaboration as part of a productive team
Marketing & Sales Team	Collaborating and information sharing

External	Purpose
Nil	Nil

Persons or functions that report to the position holder:

- Nil

Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
Innovating				*		
Planning					*	
Organising						*
Financial Management		*				
Customer/Client Orientation						*
Administration					*	
Auslan						*
Vision						*
Data Gathering					*	
Evaluation				*		
Problem Solving						*
Deciding					*	
Implementing						*
Communicating						*
Lobbying		*				
Negotiating				*		
Consulting					*	
Participating						*

Selection Criteria

Essential

- Knowledge, skills, and ability to use a range of video editing platforms and systems (including but not limited to Adobe Creative Cloud programs – Premiere Pro, Photoshop, Lightroom and After Effects), including relevant multimedia platforms.
- Knowledge of the Australian Deaf community's linguistic and cultural needs.
- Demonstrated ability to work collaboratively across teams and with a wide range of stakeholders in implementing and coordinating the development of Auslan based video content.
- Sound communication skills and an ability to collate and present information and recommendations.

Desirable

- Relevant qualifications in video production or in Auslan.
- Relevant experience in the use of Auslan for public presentation.
- Knowledge of the Deaf and hard of hearing sector.



- Fluency in Auslan and knowledge and understanding of the Deaf community, its language and culture.

Salary

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

Please sign below your agreement of the above position description.

Name _____ Signature _____

Date _____