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| **Position Title:** | Video Productions Coordinator | **Reports To:** | Manager – ILC and Engagement |
| **Effective Date:** | October 2018 | **Responsible For:** | Editor/Production Assistant, Auslan Talent, other casual staff as required |

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| **Organisational Context** |
| Expression Australia connects people to the life they want to lead – through ensuring better access, inclusion and equal opportunity.  Expression Australia is a progressive community business and a leader in services to people who are Deaf, hard of hearing or who experience barriers to participation.  Established in 1884, our commitment is to ensure that our clients and community are able to enjoy the benefits of being able to participate and contribute across all areas of life, including through economic, cultural, social and civic involvement.  **Primary Purpose of Role** |
| The Video Productions Coordinator is responsible for overseeing the performance and function of Expression Australia’s Auslan video production service. Sitting within the Engagement Team, they will actively promote this video service of accessible and effective Auslan video content, and livestreaming of events for the Deaf and hard of hearing community. |

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| **Expression Australia Values and Vision** | | | |
| **Respectful** | We respect our people, culture, community and history  We are kind and considerate in our dealings with people  We behave in fair and ethical ways | **Inclusive** | We welcome and engage with people from all backgrounds  We reduce barriers and attitudes that discriminate  We are accessible  We strive for equality |
| **Adaptable** | We embrace and drive change for our clients and communities  We are open and flexible to changing needs  We adapt to meet and overcome new challenges | **Diverse** | We believe our diversity is our strength  Our perspectives drive our organisation  We value different perspectives and cultures  We are culturally and socially aware |
| **Progressive** | We are forward-thinking  We are in touch with the needs – and future needs – of the communities  We look for ways to improve the lives of our clients and communities | **Vision** | Our clients and our community live in an **accessible**, **inclusive society** with  **equal opportunity** in all areas of life” |

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| **Core Strategic Requirements (applicable to all roles)** | | | |
| **Positive Working Relationships** | **Cultural and Linguistic Diversity** | **Personal Accountability** | **Innovation/Quality/Continuous Improvement** |
| * Support other team members * Share knowledge and information * Build relationships with other teams * Positive approach to conflict resolution * Take an active role in creating a safe and healthy work environment | * Auslan skills/willingness to learn Auslan * Flexible and adaptable communication * Be aware of and adapt to cultural & linguistic diversity | * Adherence to policies/standards/procedures * Compliance with health, safety and wellbeing requirements * Undertake continuing professional development * Participate in training and personal development activities | * Creative and innovative approach to work * Suggest & make changes to improve services * Evaluate own work to ensure effective service delivery * Be proactive in identifying service gaps * Be open and responsive to feedback |

**Key Outcomes to be achieved**

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| 1. **Outcome: Contribute to the achievement of Expression Australia’s strategic objectives**   Ensure that role outcomes/results are aligned with organisational strategy, integrated with other services and meet client needs |  |
| **Performance Indicators** | |
| * Work in a flexible and adaptable way to ensure resourceful and efficient service delivery * Understand and promote Expression Australia’s services * Consistently provide services that meet client and regulatory requirements | |

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| 1. **Outcome: Build and manage relationships with internal and external stakeholders**   Clear communication is consistent with stakeholders throughout the production period | **Indicative time**  20% |
| **Performance Indicators** | |
| * Contacts and leads are shared and cross referral occurs where appropriate * Assist Manager - ILC and Engagement with writing of tenders * Video resources are produced and delivered on time, through a stringent quality process and clients are engaged and satisfied with video products | |

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| 1. **Outcome: Manage Video Productions staff**   Staff are supported and clear on their responsibilities | **Indicative time**  20% |
| **Performance Indicators** | |
| * Facilitate recruitment and induction of new members to the Auslan talent pool and livestream team * Staff are supported and mentored as to increase skills and competencies in their role * Co-ordinate with Auslan Connections when interpreters are required, including providing clear briefing information and preperation material | |

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| 1. **Outcome: Manage and supervise production of Auslan video content**   Project output is of a consistently high quality | **Indicative time**  35% |
| **Performance Indicators** | |
| * Develop timelines for new projects including scripts, filming, voiceover, captioning, creative graphics, editing rounds and final assessment * Appropriate personnel are engaged to suit the needs of each project * Video content is produced in line with the client branding and requirements * Feedback on drafts is given to ensure acuracy and clarity of message * Projects are backed up in accordance with a data storage procedure | |

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| 1. **Outcome: Develop and maintain high standards for produced content and professional development for staff**   Procedures and standards are clear and easy to follow. | **Indicative time**  15% |
| **Performance Indicators** | |
| * Development of professional development resources for Auslan talent in partnership with appropriate individuals and organisations * Consistent processes developed * Processes are regularly reviewed and benchmarched against industriy standards * Video content is quality checked | |

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| 1. **Other Duties** |  |
| * Actively participate and contribute in team meetings. * Attend regular meetings with Program Manager to keep updated on work commitments * Keep the Program Manager informed about any feedback from the deaf, hard of hearing and wider community * Undertake other tasks and projects as directed * Participate in training and personal development opportunities in accordance with the performance/career development procedure * Update and maintain Quality procedures as advised by the Program Manager * Take an active role in creating a safe and healthy work environment * Perform duties in accordance with relevant Occupational Health and Safety and Equal Employment Legislation * Ensure privacy and confidentiality is respected | |

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| **Knowledge, Skills & Experience** *(critical for successful performance in the role) (Examples include: Depth of experience i.e. extensive knowledge and experience in X, gained through substantial previous practice in Y; Breadth of experience i.e. experience in integrated advice/services across a full range of programs or across the organisation Context i.e. experience gained within a particular context or sector – understanding and experience in managing X or providing advice in Y)* |
| * Tertiary qualifications and/or experience in film and television, communications or related fields * Demonstrated ability to provide the highest level of customer service * Knowledge of Deaf and hard of hearing community * Well developed interpersonal and communication skills (both verbal and written) * Project management skills * Ability to multitask and prioritise competing demands * A focus on improvement of products and service * Excellent networking skills * Team management skills * Fluency in Auslan is desired |

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| **Qualifications / Certifications / Memberships** *(essential to the role) (Examples include relevant qualification, membership of professional body, NAATI certification, Driver’s License, Working with Children Check, First Aid certificate)* |
| * TAE is desired * Dipolma of Auslan is desired |

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| **Travel Frequency** *(Regular, Infrequent, Rare) (Examples include regular travel to assignment location, infrequent travel to client’s homes/other organisations, travel to or working from other offices or locations)* |
| * Infrequent - client meetings, location filming * After hours work will be required and flexible work hours provided to offset this |