



ROLE STATEMENT

THE POSITION:	MOVING IMAGE PRODUCER
POSITION NUMBER/CLASSIFICATION:	0320 / VPS 3.2
REPORTS TO:	Moving Image Manager
WORK UNIT:	Multimedia
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	April 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for coordinating the production of moving image and audio content for a wide range of projects created by the Multimedia department.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Under direction from the Moving Image Manager coordinate the production and project management of moving image and audio content for a wide range of multimedia publishing platforms, including event and exhibition displays, digital signage, media, marketing and social media outputs, documentary film, web and interactive content production projects. 2. Coordinate the logistics of moving image content productions, including arranging film shoots, voice recordings, booking talent, organising travel, rostering moving image staff, budget forecasting, script development, post production and final delivery of content. 3. Work as part of the moving image production team across a range of video production areas, such as filming, camera operation, motion graphics design, animation, video editing, colour grading, field recording and audio post production. 4. Participate in creative collaborations to design and storyboard video productions based on media, marketing and curatorial briefs. Bring fresh and creative ideas to the table for new avenues of video production techniques, concepts and designs. 5. Assist in the production of documentary content for artist and curator interviews, support material for exhibitions, and educational content development. 6. As directed, liaise with relevant NGV stakeholders to gather content and manage the content development process through to publishing including seeking approvals, copyright, and ensuring adherence to style guide and quality standards. 7. As required, assist the Multimedia team by providing production support for web, browser-based and audio-visual publishing of a range of content.



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	<ul style="list-style-type: none"> 8. Assist with any research, special projects or other duties as directed that assist the Multimedia department in meeting its objectives. 9. Ensure that records are created and managed according to the Records Management policy and procedures. 10. Support organisational change initiatives by participating in and supporting department / team goals and modelling NGV values and behaviours. This also includes ensuring a safe and healthy environment.
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ul style="list-style-type: none"> 1. An approved qualification in Multimedia, film production, visual arts, graphic design or related disciplines, or experience in moving image design and content production for film, television, web or multimedia, as evidenced with a strong portfolio. Experience in Journalism and Storytelling will be highly regarded. 2. Knowledge and experience in a range of moving image production areas, or specialised experience in one or more areas of moving image design such as: <ul style="list-style-type: none"> a. Creative development of film, audio and moving image projects, from storyboarding and pre-visualisation through to post production. b. Post production design and workflows such as video editing, motion graphics design, animation, colour grading, field recording and sound editing c. Video production experience including camera operation, cinematography, directing, lighting, sound recording, time-lapse and other filming techniques and processes. d. Video mastering techniques and preparation of content for publication and distribution to television, cinema, web, and other broadcast platforms. 2. <u>Organising and planning</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them. 3. <u>Creativity and innovation</u>: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice. 4. <u>Communication</u>: prepares emails and reports using clear, concise and grammatically correct language, ensures written communications contain the necessary information to achieve their purpose, confidently conveys ideas and information in a clear and interesting way and understands and meets the need of target audiences. 5. <u>Service excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, seeks all relevant information for problem-solving, takes responsibility for correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve



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	<p>outcomes, quality and timeliness of service and monitors client and stakeholder satisfaction.</p> <p>6. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communication, minimises surprises, collaborates and shares information and cooperates and works well with others in the pursuit of team goals.</p> <p>7. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains clam and in control under pressure and takes responsibility for own actions.</p>
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Typographic knowledge and skills and experience with web design in the cultural sector. • Background knowledge of Australian and International art, or experience with cultural content of institutions. • Experience with web standards and issues for government departments or agencies. • An understanding of copyright issues in the arts sector.
<p>4. KEY RELATIONSHIPS</p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • Graphic Design, Exhibition Design, Marketing, Education, Media and Public Affairs and Public Programs.
<p>5. OTHER RELEVANT INFORMATION</p>	<ul style="list-style-type: none"> • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • Hours of duty will be according to work unit requirements. • All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions. • In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources. • It is the employee’s responsibility to familiarise themselves with, understand and adhere to NGV’s Policies and Procedures as varied from time to time. • Conditions of employment are pursuant to the NGV’s Enterprise Agreement. • All new appointments are subject to a three month probationary period which may be subject to review.



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6. ABOUT THE ROLE STATEMENT	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____