## THE POSITION: DIGITAL PRODUCTION ASSISTANT

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<tr>
<th>POSITION NUMBER/CLASSIFICATION:</th>
<th>VPS 3.2</th>
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<tr>
<td>REPORTS TO:</td>
<td>Manager Multimedia</td>
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<td>WORK UNIT:</td>
<td>Multimedia</td>
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<td>ORGANISATION:</td>
<td>National Gallery of Victoria</td>
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<tr>
<td>LOCATION:</td>
<td>180 St Kilda Rd, Melbourne 3004</td>
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<tr>
<td>DATE OF REVIEW</td>
<td>November 2020</td>
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### VISION
Creating an inspiring future: enriching our understanding of art and life.

### PRIMARY FOCUS OF THE POSITION:
This position is responsible for coordinating digital production for a wide range of projects completed by the multimedia department.

### 1. ACCOUNTABILITIES (DUTIES):
In fulfilling the primary focus of the position, the incumbent will typically:

1. Under the direction of the Multimedia Manager coordinate production of video, audio, interactive and web content for a wide range of platforms including event and exhibition displays, digital signage, media, marketing and social media outputs, documentary film, the NGV website and interactive 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. Assist the Multimedia team by providing production support for web, browser-based and audio-visual publishing of a range of content.

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. As directed, liaise with 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.

6. Assist with any research, special projects or other duties as directed that assist the Multimedia department in meeting its objectives.

7. Ensure that records are created and managed according to the Records Management policy and procedures.

8. 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.
2. **THE PERSON – KEY SELECTION CRITERIA**

To achieve the purpose of the position, the following attributes are required:

1. An approved qualification in multimedia, film production, project management and/or arts administration

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:
   a. Administrative development of film, audio and moving image projects, from pre-production through to postproduction.
   b. Postproduction workflows such as video editing, motion graphics design, animation, colour grading, field recording and sound editing
   c. Video, film or social media production experience.
   d. Video mastering preparation of content for publication and distribution to television, cinema, web, and other broadcast platforms.
   e. Administrative development of arts projects involving multiple departments, artists and stakeholders
   f. Experience working with a web CMS, such as Wordpress, to build and create webpages.

3. Organising and planning: 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.

4. Creativity and innovation: 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.

5. Communication: 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.

6. Service excellence: 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 outcomes, quality and timeliness of service and monitors client and stakeholder satisfaction.

7. Relationship building and teamwork: 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.
8. **Drive and commitment:** 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 calm and in control under pressure and takes responsibility for own actions.

3. **OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**

- Typographic knowledge and skills and experience with web production in the cultural sector.
- Knowledge of Google Analytics.
- 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.

4. **KEY RELATIONSHIPS**

Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:


5. **OTHER RELEVANT INFORMATION**

- 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 *[Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015]*, 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.

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.

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<tr>
<th>7. EMPLOYEE ACCEPTANCE</th>
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<td></td>
<td>Name: ___________________________________________ Date: _________</td>
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<tr>
<th>8. MANAGER AUTHORISATION</th>
<th>Signature: ______________________________________________________</th>
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<td></td>
<td>Name: ___________________________________________ Date: _________</td>
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