

Position Description and specified duties

JOB TITLE Content Co-ordinator	LOCATION East Perth	POSITION STATUS 12 Month Contract
POSITION REPORTS TO Marketing, Communications & Partnerships Manager	POSITIONS REPORTING TO THIS POSITION Nil	
PURPOSE OF POSITION The Content Co-ordinator assists the Content Producer/Programmer by providing technical support while creating and co-ordinating delivered content to meet the production requirements for the Yagan Square Digital Tower - a public screen in the heart of the city that operates 24/7. This is a technical role that requires relevant experience using content creation and editing software to meet the organisation's obligations.		
STATEMENT OF DUTIES <ul style="list-style-type: none"> • Provide technical support; create content and ensure seamless content delivery from contributors by managing and assessing all content deliverables. The role will work closely with content providers to ensure all creative and technical requirements are met for each deliverable eg. confirming the correct encoding, resolution, frame rate, layout etc • Reversion existing content to meet technical and creative guidelines for the Yagan Square Digital Tower • Under guidance of the Content Programmer/Producer, the Content Coordinator will provide technical and creative feedback for Yagan Square Digital Tower content including advertising, commissions, event material, student work • Create the weekly schedule using scheduling software for Yagan Square Digital Tower • With direction from the Content Programmer/Producer create content including digital exhibitions, background wraps, title cards, canopy/reed pieces • Provide marketing and event support to the Marketing, Communications & Partnerships team • Other duties as required • Comply with Screenwest code of conduct, policies and procedures and relevant appropriate legislation • Meet occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of this position 		

WORK RELATED REQUIREMENTS {SELECTION CRITERIA}**Essential:**

- Industry-relevant technical skills including 1-2 years' experience working with various content creation and editing software packages
- Well-developed communication and interpersonal skills, including the ability to deal with a diverse range of creatives
- Graphic skills with an attention to detail
- Strong aesthetic and conceptual skills
- Ability to collaborate and meet deadlines

Desirable:

- Bachelor's degree in design, visual arts/media production or relevant qualification
- Exposure to content ingest and publishing systems

SPECIAL CONDITIONS

- A current (within six months) National Police Clearance Certificate will be required.

Appointment subject to:

- 100 point identification check

KEY RELATIONSHIPS/ INTERACTIONS

- Screenwest staff members
- Screen industry and other content providers and stakeholders

DESIRABLE SKILLS


- Deadline driven
- Ability to work autonomously within a small team environment
- Demonstrated commitment to the delivery of quality content
- Eager to learn and take on responsibility
- Confident and able to provide feedback
- Can hit the ground running
- Not afraid to ask questions and say when they don't understand

RELEVANT EXPERIENCE

- Adobe Premiere, Photoshop and After Effects
- Animation
- Relevant content creation and editing software

CERTIFICATION

The duties, responsibilities and requirements of this position and an accurate statement and the position description has been approved by the Chief Executive Officer and registered.



29.1.19

Signature

Date

