

## JOB DESCRIPTION FORM

Goolarri Media Enterprises (GME) is the trading subsidiary of Broome Aboriginal Media Association (BAMA). GME is an Indigenous media organisation providing radio, film and television production, events management and training services with a commitment to Aboriginal people of the Kimberley.

*Goolarri Media Enterprises is an Equal Opportunity Employer.*

<b>POSITION</b>	<i>Senior Camera Operator</i>
<b>AREA</b>	Television
<b>POSITION NUMBER</b>	
<b>ACCOUNTABLE TO:</b>	<b>Managing Director                      Kevin Fong</b>
<b>DATE REVIEWED:</b>	June 08

### 1. APPOINTMENT DETAILS

<b>INDUSTRIAL AGREEMENT/AWARD:</b>	IMO Award
<b>SALARY:</b>	To be negotiated
<b>ALLOWANCES/SPECIAL CONDITIONS</b>	Includes option to salary sacrifice exempt fringe benefits to cash value of approximately \$15,000.

### 2. POSITION CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

#### SIGNATURE

\_\_\_\_\_  
Managing Director

\_\_\_\_\_  
DATE

The details contained in this document have been reviewed and conform to the organisation's guidelines for the creation and classification of positions.

#### SIGNATURE

\_\_\_\_\_  
MANAGER –Administration

\_\_\_\_\_  
DATE

### **3. NATURE AND SCOPE OF WORK PERFORMED**

#### **1. PRODUCTION RESPONSIBILITIES**

- Shoot and record vision for GTV and Goolarri Productions, or other productions as required.
- Consult with Director and/or Producer regarding style or technical requirements prior to shooting.
- Provide support in preparation and clean-up of shoots.
- Maintain tape stock and cataloguing of tape library.
- Report any faults and maintenance with equipment and premises.
- Oversee equipment register and maintenance of all camera equipment.
- Assist with technical advice or information for development of production kits and other information where required, in consultation with Operations Manager and Producer.
- Perform other roles (such as record sound, editing, graphics) to assist in the production of content for GTV and Goolarri Productions where required.
- Assist with broadcast and on air functions if required.

#### **2. TRAINING RESPONSIBILITIES**

- Assist with delivery of on the job training to staff and identified other participants in the area of video/television productions.
- Assist with delivery of course material to staff and identified other participants in the area of video/television productions.
- Assist with training, assistance and guidance to other GTV and Production staff in meeting necessary tasks and responsibilities.
- Assist in ensuring all necessary course and reporting obligations are met.
- Undertake training where required.

#### **3. ORGANISATION RESPONSIBILITIES**

- Assist with the general maintenance and operations of GTV.
- Report any necessary faults and maintenance with equipment and premises.
- Assist with the secure, safe and clean operations of the premises.
- Assist in correct recording, upkeep and archiving of stories, relevant program paperwork and logs.
- Assist with story networking internally/externally.
- Undertake report writing where necessary.
- Be obligated to respect and be responsible for Goolarri equipment and premises.
- Assist in the development of Goolarri Media and Indigenous media generally.

## **4. SELECTION CRITERIA**

*All applications should address selection criteria with respect to the following job requirements.*

### **ESSENTIAL**

1. Experience in the filming and production of a variety of stories and training/promotional videos.
2. Demonstrated background in media production.
3. Experience in television production techniques
4. Demonstrated ability to impart knowledge and transfer skills
5. The ability to remain highly organised while working under pressure and maintain attention to detail.
6. Demonstrated high level interpersonal and communications skills and the ability to work well as part of a team

### **DESIRABLE**

1. It is desirable that the successful applicant has tertiary qualifications in video production; broad based production experience in an educational/training environment; lighting, audio and computer skills; and be willing to be flexible in workplace practices.
2. Experience in the use of computer packages used in the production and editing of multimedia products.
3. Experience in working within a cross media platform.
4. Experience in working with Indigenous people and/or organisations
5. Current drivers licence with a clear driving record for 12 months.
6. Have Training and Assessor qualifications or equivalent.