**CREATIVE CONTENT DEVELOPMENT COORDINATOR**

**POSITION DESCRIPTION**

# POSITION TITLE: Creative Content Development Coordinator

# LOCATION: Ngaanyatjarra Land (Wingellina Community), WA, with extensive travel to other Western Desert communities

# START DATE: As soon as practicable

# CONTRACT DETAILS: Full time contract to December 2023 (possibility of renewal)

# REPORTS TO: Radio Broadcast Coordinator, NG Media

# POSITION OBJECTIVE

The Creative Content Development Coordinator is responsible for coordinating culturally appropriate creative content for broadcast and for teaching hands on music lessons and culturally appropriate dancing, updating social media platforms, and coordinating the production of events across the Ngaanyatjarra Lands.

# ORGANISATIONAL CONTEXT

Ngaanyatjarra Media (NG Media) is an Indigenous-owned media organisation supporting 6 remote Aboriginal communities in the Western Desert region of Western Australia. NG Media programs include training in and production of radio and film, music development, archiving, language recording, IT, and technical broadcasting services.

Yarnangu (Aboriginal people of the region) are using modern media and communications technologies in ways that are meaningful and relevant to their rapidly evolving culture, and to tell their own stories using their voice. NG Media also works with Yarnangu to preserve their cultural heritage through the recording of traditional songs, dances and stories.

NG Media is based in a Media Centre in Wingellina Community (known as Irrunytju in the local language). It is the only service provider of its kind in the region and has grown substantially over the last ten years. The organisation has a strong history of Yarnangu ownership and participation in its programs, and has a good knowledge of community needs and aspirations. There are 14 Yarnangu members on its Board of Directors who take a keen interest in everything they produce and every project they embark on.

NG Media’s Vision is to empower Yarnangu to create and share their own stories through multi media. NG Media is where the gap between cultures is filled with stories and shared across the nation.

# ABOUT THE ROLE

This is a unique opportunity for a dynamic and self-motivated individual to apply their talents teaching musical instruments and a variety of dance genres, as well as their skills in coordinating events and medial platforms working with a pioneering Indigenous-owned media organisation. You will work with Yarnangu people to develop and produce creative content and radio shows that are of interest to Aboriginal people in a remote community media centre.

You will be responsible for teaching hands on music lessons (guitar, drums, keyboard, singing), coordinating culturally appropriate dancing, updating social media platforms (Facebook, Twitter, Instagram, and Website), and coordinating the performance of events across the Ngaanyatjarra Lands.

Your ultimate goal will be enhancing the musical, dance and coordination of small performances or contributing to festival events, and updating social media platforms for NG Media in local communities.

Your time will be split between training local community members in music and dance skills to enable them to learn new skills and build confidence in their abilities, and other activities that may see you working with them to produce music, storytelling, broadcasts and other artistic areas to create culturally relevant content and send it out on media platforms.

You will also work with schools to engage children in creating content and work with other community services to produce relevant content such as advertorials, educational information and documentary style projects.

While you will be based in Irrunytju, the role may involve travelling extensively and working closely with communities throughout the region, to deliver training and all artistic platforms.

# DUTIES AND RESPONSIBILITIES:

1. **Day-to-Day Operations**
* Plan and prepare lessons in relation to students for both individual and group activities in both music and dance. (as applicable)
* Acquire appropriate teaching materials and resources for all lessons.
* Capture lessons and/or performances and publish on appropriate media platforms. (always obtaining cultural permission)
* Discuss, coordinate and facilitate culturally appropriate performances with local cultural advisors.
* Identify, recruit and train locals in assisting with teaching both music and dance and coordination of events.
* Work closely with all other employees to produce quality work and successful activities and events.
* Record or play live musical performances on NG Media 107.7 fortnightly.
* Maintain good relationships with internal and external stakeholders.
* Perform all other duties as is necessary for the effective operation of NG Media.
1. **Training**
* Provide a plan and training material for both students and trainee media workers to support ongoing instruction.
* Liaise with the Ngaanyatjarra Lands school to enable staff and students to participate in music and dance.
* Liaise with staff and educators from Ngaanyatjarra Lands school and develop a training program in areas of music, dance, and events at the beginning of each school year and term with a minimum of one activity at each school per calendar year.
* Provide training in technical and communication skills relevant to sound and video equipment to Yarngangu.
* Write and maintain training materials for assistant media workers, evaluate training materials and ensure they are stored and maintained in the shared drive.
* Provide training to staff and students of the nine campuses of the Ngaanyatjarra Lands school to enable staff and students to develop creative content of their own.
1. **Reporting**
* Provide fortnightly reports on all activities to the Radio Broadcast Coordinator.
* Maintain and account for all music instruments, dance, and any other equipment required for your position.
* Maintain and execute a serviceability plan for all instruments and equipment required for your position.
1. **Equipment and Health and Safety**
* Ensure the technical setup for all instructions is safe, tested, maintained, and deemed safe prior to all instruction or performance.
* Take all reasonable care of your own and others’ health and safety requirements in all indoor and outdoor environments.
* Audit, store, and maintain all equipment.
1. **Personal Attributes, Skills and Abilities**
* Experienced creative allrounder who has music, dance, media and coordination skills with a great deal of self reliance and an open, collaborative working style.
* Patient and mature person with a high standard of professional and personal conduct.
* An innovative and creative person who loves a challenge and thrives on a busy and varied schedule.
* Well developed written and oral communication skills and the ability to effectively communicate with diverse groups (from Yarnangu communities, staff and management, government and other non-Yarnangu agencies).
* Demonstrated understanding of the political, social and economic factors that affect Indigenous people and the ability to work with traditional Indigenous people in a dry remote community.
* Understanding of the challenges of living and working in a cross-cultural environment in a remote location.
* A good level of physical fitness and capacity to undertake extensive remote travel, usually driving.

# KEY PERFORMANCE INDICATORS:

* Locals in the Ngaanyatjarra Lands are instructed in music and dance in a variety of instruments and culturally appropriate genres.
* Locals are identified, recruited and trained as assistants to your position and to assist teaching both music and dance, and to coordinate events.
* In consultation with staff and educators from Ngaanyatjarra Lands schools, a training program is developed at the beginning of each school year and term and a minimum of activity is undertaken at each school per calendar year.
* Live or recorded musical performances are played on NG Media 107.7 fortnightly.
* Training and procedures are completed, evaluated and documented accordingly.
* Complete projects on time and within budget.

# SELECTION CRITERIA:

Essential

* Demonstrated relevant musical, dance, event, and media platform experience. (preferable be able to play and teach all instruments but not essential)
* Demonstrated experience managing and training others.
* Appropriate qualifications in music, dance, media updating platforms, event coordination including institution names and dates.
* Working knowledge in use of all relevant sound and video production equipment and ability to teach others how to use it.
* Demonstrated understanding of the political, social and economic factors that affect Indigenous people and the ability to work with traditional Indigenous people in a dry remote community.
* Current Australian manual driver’s licence

Desirable

* Previous experience working with Indigenous people and communities.
* Previous experience working with Indigenous people to develop and create culturally relevant content.

# WHAT’S ON OFFER

SalaryRange $60-75,000 pa cash component per annum plus superannuation

District Allowance $4,333 per annum

Salary Sacrifice NG Media is a PBI and charity entitled to full salary packaging

Annual leave 4 weeks annual leave and 17% leave loading per annum

Additional leave 4 weeks additional leave per annum (conditions apply)

Accommodation Furnished accommodation provided and utilities paid (power, water and internet)

Vehicle An NG Media work vehicle will be provided

Travel $1275 pro-rata per annum airfare assistance

Relocation costs Relocation assistance provided (with receipts)