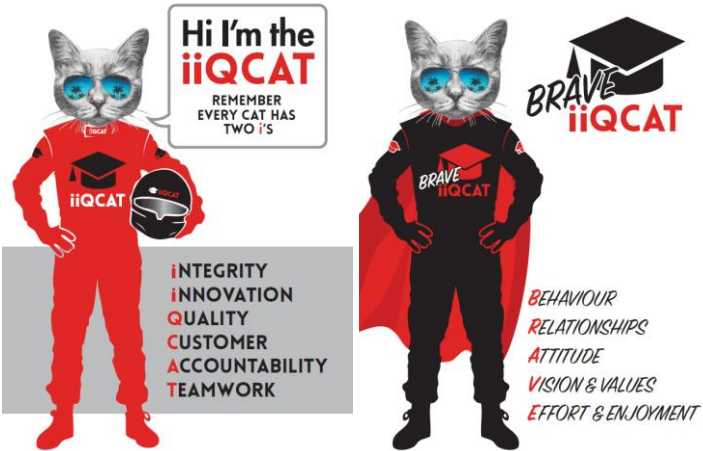


Position:	Video Producer
Division:	Marketing
Department:	Sales, Commercial & Marketing
Reporting to:	Manager – Digital
Employment type:	Contract (12 months)

Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> Chief Executive Officer General Manager – Sales, Commercial & Marketing Division Manager – Marketing Division Manager – Corporate Affairs & Communications Division Manager – Sales & Commercial Marketing team Corporate Affairs & Communications team Sales & Commercial team Other internal stakeholders as relevant and appropriate <p>External</p> <ul style="list-style-type: none"> Creative agency Key supply and commercial partners Other external stakeholders as relevant and appropriate
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Values	<p>Knowledge and consistent demonstration of AGPC's IIQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.</p> 
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Corporation Objectives	To promote Melbourne and Victoria via the staging of two international sporting events – the Formula 1 Australian Grand Prix at Albert Park and the Australian Motorcycle Grand Prix at Phillip Island.
Governance	The Corporation is governed by the Australian Grands Prix Act 1994 (Vic).
Standards of Behaviour	The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees.
Human Rights	The Charter of Human Rights and Responsibilities Act 2006 is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions.

Role Objectives	The purpose of this role is to create multimedia content for internal and external distribution. Reporting to the Manager – Digital, the Video Producer will deliver timely and engaging content in line with AGPC's organisational goals and expectations. The role involves integration with all key areas of the organisation, and requires a creative, driven and flexible individual.
Core Responsibilities	<p><u>Overall</u></p> <ul style="list-style-type: none"> • Produce video content for internal and external distribution. • Collaborate efficiently with key internal and external stakeholders to produce video content. • Work with a mix of live action, stock footage, visual effects, still imagery, motion graphics and typography to create video content. • Develop, design and generate motion graphics to be used in unique and innovative ways. • Push creative boundaries by striving to produce original and bold video content. • Bring a collaborative and enthusiastic approach to making outstanding video content. • Ensure all style guide/brand standards are met. • Manage AGPC's video library. • Analyse video analytics to improve future output. <p><u>Pre-Production</u></p> <ul style="list-style-type: none"> • Script, storyboard, budget, allocate resources, set deadlines, develop production schedules and select optimal forms of media for projects. <p><u>Post-Production</u></p> <ul style="list-style-type: none"> • Record and edit video and sound projects, including selecting program format for final output,

capturing/importing media, organising raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/SFX, media management and archiving project media.

At the reasonable request of your Division Manager, General Manager and/or the Chief Executive Officer, role responsibilities may be altered at any time. Changes will be tied to the Corporation's strategic objectives, workforce planning and the structural alignment of the Corporation.

Governance

Adhere to Corporation policies, procedures and directives regarding standards of workplace behaviour in completing job duties and assignments.

Conduct every aspect of work in a trustworthy, reliable and transparent manner, and maintain the highest ethical standards.

Customer Service

Put internal and external customers first, build strong relationships, and ensure the approach is responsive to the needs of the internal/external customer.

Encourage openness and trust by sharing information widely, listening, welcoming constructive challenge and encouraging free dialogue.

Continuous Improvement

Take initiative to improve operations/services/products and systems so that they are consistent with the Corporation's strategic direction and values; incorporating innovation and experimentation into daily work.

Health and Safety

To assist the Corporation in meeting its health and safety obligations, you will be required to:

- Actively participate in the reporting of hazards, incidents and near misses.
- Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Adhere to the Corporation's various policies, procedures, work practices and standard operating procedures.

	<ul style="list-style-type: none"> Perform your role in accordance with any specific responsibilities as outlined in the Corporation's safety management system. <p>To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you, you must inform your manager of any issues which may impact your ability to safely perform your role.</p> <p><u>Environmental Considerations</u></p> <p>Cooperate with the Corporation regarding caring for the environment, by acting in a sustainable way and minimising environmental impact by adhering to the Corporation's policies, procedures and work practices.</p>
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PERSON SPECIFICATION

Qualifications and Experience	<p>Demonstrated filming and editing experience.</p> <p>Minimum 2-5 years' experience in video production (preferably in sports industry).</p> <p>Experience working with editing programs, including Adobe Creative Suite.</p> <p>Knowledge of hardware and software required for video and audio format conversion and compression.</p> <p>Ability to learn new software, workflows and the implementation of new programs.</p> <p>Ability to work to deadlines in a fast-paced environment.</p> <p>Strong attention to detail with the ability to manage multiple tasks simultaneously.</p> <p>A people person with a track record of building relationships, influencing people and working with multiple stakeholders.</p> <p>Understanding of the importance of brand and customer segments.</p> <p>Possess creative flair with a can-do attitude.</p> <p>Enthusiastic demeanour, actively engaged in generating and executing ideas.</p> <p>Excellent knowledge of what video works, and how to create it.</p> <p>Occasional out-of-hours and weekend work may be required in line with F1 and MotoGP events.</p>
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Relevant Traits and Characteristics

Customer Service

- Demonstrated achievement in and enthusiasm for the provision of quality customer service.
- Promptly respond to customers' needs or concerns to ensure the quality of service meets agreed standards.

Teamwork, Adaptability and Resilience

- Demonstrated commitment to teamwork and the maintenance of a supportive work environment.
- Ability to work effectively as part of a team in a fast-changing environment.
- Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances.

Interpersonal, Verbal and Written Communication

- Well-developed written communication skills.
- Strong interpersonal and communication skills.
- An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels.

Organisation and Planning

- Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands.
- Ability to meet deadlines.

Technology

- Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint.
- Experience in information management systems, including internet and online environments.
- Experience in Adobe Photoshop preferable.

Continuous Learning and Professional Development

- Demonstrated commitment to continual professional and personal development.