



# Position Description

## Position Details

<b>Business Entity</b>	Kaplan Professional	<b>Department</b>	CPD
<b>Job Title</b>	Production Assistant	<b>Location</b>	Sydney
<b>Reports To</b>	Editor in Chief	<b>Direct Reports</b>	0

## Overall Purpose

The Production Assistant is responsible for coordinating with the CPD editorial team to deliver video and other multimedia products suitable for Kaplan Professional clients.

The position contributes to the production of all CPD multimedia to meet production deadlines. They are also responsible for ensuring all CPD content is uploaded and available to subscribers as required.

## Key Responsibilities

### Multimedia content production

- Coordinate the production of all multimedia content.
- Write scripts for video production including selecting appropriate stock footage.
- Coordinate and liaise with interviewees as required.
- Coordinate and liaise with external production company(s) and film crews for delivery of production schedule and ad hoc conferences and events.
- Present to camera and record voice-overs for videos and other media as required.
- Assist at all stages of editorial development and production to ensure deadlines are met.
- Assist with editing and post-production to ensure delivery deadlines are met.
- Contribute to the design and development of online and digital objects.
- Monitor feedback from key stakeholders on design and delivery of CPD content and ensure continuous improvement occurs in conjunction with Editor in Chief.
- In conjunction with Editorial Manager, ensure all content is ready for upload to meet deadlines.
- Upload content to Ontrack website.

### Research and content development

- Develop writing and reporting skills as a pathway to a journalist/writer role.
- Research and write high quality content with reference to key source materials supplemented by a diverse range of expert opinion as required with support and assistance from Editor in Chief.
- Proofread articles with keen attention to detail.
- Develop industry knowledge through relevant research, conference and industry event attendance.

### Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements.
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health.
- Being a productive member of the Kaplan team by displaying the Company values and Guiding Principles.
- Adherence to Company Policy and Procedure.



## Qualifications and Skills

### Essential

- Experience in video production.
- Experience in the design components of post-production video.
- Visual and graphic design skills.
- Degree, Diploma or cadetship in relevant field.
- Proven abilities in the production of multimedia content including info graphics.
- Project management skills.
- Ability to work both independently and as part of a team to meet tight production deadlines.
- High level verbal and written communication skills.
- Professionalism when consulting with external production contractors and industry interviewees.

### Desirable

- Experience working in financial services.
- Understanding of finance and investment markets.
- Experience in organising information published online.
- Knowledge of HTML.
- Ability to story-board.
- Ability to use multiple authoring tools e.g. Scorm, Articulate, Lectora.
- Experience with a Learning Management System.
- Ability to take initiative and think 'out of the box'.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_