

POSITION DESCRIPTION

RVHR – 15 05

Position Title:	Photography Cadet		
Department / Location:	Media – Photography		
Date Written:	10/08/2017	Prepared By:	J. Donegan
Current Incumbent:	NIL	Direct Report Manager:	Head of Photography
Date to be Reviewed:	10/08/2018	Employment Status:	Full Time

1. Overall Purpose of the Role

(Brief summary position of role)

- Contribute to the engagement of the broadest possible audience through the compelling presentation of thoroughbred racing through assisting with the delivery of in-house photography for Racing Victoria.
- Demonstrates commitment to RV Employee Values which include Health Safety & Wellbeing, Ethical Behaviour, Efficiency Participation and Service of Customers

2. Key Responsibilities / Accountabilities (5 – 7 points)

(Specific tasks should be individualised in setting SMART Goals)

- Support the Photography Coordinator to manage the content of the photography portal on the RV website including but not limited to; gallery creation and publishing; template management; error corrections; promotion of content and products through social media channels
- Coordinate and maintain internal and external photography archives to support the delivery of a seamless, timely and accurate approach to photography services
- Assist in the editing, tagging and captioning of unpublished files as required
- Foster effective working relationships with internal and external stakeholders to achieve mutually agreed outcomes
- Provide administrative assistance to support the photography team as required
- Proactively identify and develop opportunities to develop RV's photography offering
- Provide photography services as required

3. Knowledge Skills Required

(To effectively perform the role, the position holder must have the following skills, experience, qualification)

- Some demonstrated practical photography experience in a similar environment
- Demonstrated commitment to the principles of customer services
- Well developed organisational skills, attention to detail and deadline driven
- Demonstrable problem-solving skills, the ability to assess options and identify and implement creative, innovative and flexible solutions
- Ability to work as part of team with a flexible 'can do' attitude and willingness to learn
- String desire to develop a career path within the Photography profession
- Customer-focussed with an ability to drive positive business outcomes
- Strong verbal and written communication skills
- Team focused with sound organisational skills and the ability to effectively participate in projects in a fast-paced, digital team environment
- Relevant diploma and/or associated qualification preferred

4. Other

- A current and valid Working with Children's Check is required
- A current and valid Victorian Drivers licence is required
- Must be prepared to undertake regional travel, weekend work and or flexible hours

4. Working Relationships

<u>Internal – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• Head of Photography	• Reporting/Receive Direction
• Photography Coordinator	• Reporting/Receive Direction
• Key Internal Teams	• Liaison/Consultation/Collaboration
<u>External – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• Media	• Collaboration/Liaison
• Industry Participants	• Customer Service
• Contractors	• Consultation/Liaison
• External Media	• Customer Service/Liaison