

**MULTIMEDIA PROJECT COORDINATOR  
POSITION DESCRIPTION**

<b>Position Title:</b>	Multimedia Project Coordinator	<b>Position Number:</b> xxxx	<b>Faculty/Division:</b> Professions
<b>Classification:</b>	HE07	<b>No. Direct Reports &amp; Highest Classified Position:</b> 0	<b>School/Branch:</b> Faculty Professions Office
<b>FTE: (.50)</b>	<b>Reports to:</b> Director Learning Teaching and Student Experience	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>	<b>Discipline/Unit:</b>
<b>Position Summary:</b>	<p>The Faculty of the Professions is one of five faculties at the University of Adelaide. It is comprised of five schools: the prestigious Adelaide Law School, the School of Architecture and Built Environment, the Adelaide Business School, the School of Economics, and the Entrepreneurship, Commercialisation and Innovation Centre. The faculty offers a range of undergraduate and postgraduate degrees and has strong connections with business and industry. It offers a contemporary, intellectually stimulating and rewarding working environment.</p> <p>The Multimedia Project Coordinator provides hands-on design and training for the production of teaching materials to be streamed from MyUni course sites. A deep understanding of teaching and learning approaches in a range of mediums is required for the four Schools and various Centres within the Faculty of the Professions.</p> <p>The Multimedia Project Coordinator is responsible for providing end to end development, expert advice, direction and support to staff in the Faculty as they develop and refine learning materials that utilise multimedia to engage students and enhance their learning. This Multimedia Project Coordinator will also identify opportunities for improvements in online delivery that will add value and effectiveness to our teaching and learning environments.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	<p>The Faculty of the Professions is the largest Faculty within the University and has considerable engagement with industry, business and government departments. The systems that engage with these organisations are critical for the development of professional partnerships in research, internships and work placements, sponsorship, the student experience and prospective student recruitment and communication.</p> <p>Working under limited direction, the Multimedia Project Coordinator acts as the central contact and coordination point for all multimedia production and refinement of teaching materials to be streamed from MyUni course sites. The Multimedia Project Coordinator works with the Executive Director Learning and Teaching to develop new delivery methods that involve blended learning that is centred on staff-student interaction supplemented by educational technology</p>	
	<b>Significant internal/external relationships</b>	<p>Faculty Executive Dean</p> <p>Executive Director: Teaching, Learning and Student Experience</p> <p>Faculty Executive Manager</p>	

**MULTIMEDIA PROJECT COORDINATOR  
POSITION DESCRIPTION**

		Heads of School School Managers Faculty Marketing Team Central Marketing Team
	<b>Special conditions</b>	Out of standard work hours as required. Reasonable workplace adjustments will be made for people with a disability.
	<b>Delegations</b>	NIL
<b>Key Responsibilities and Outcomes</b>	1	Multimedia Coordination and Delivery <ul style="list-style-type: none"> <li>• Lead and develop video editing and video production of new instructional videos for courses, programs and special support within agreed timeframes for Schools and Centres within the Faculty.</li> <li>• Coordinate and perform video editing and video production to refresh existing instructional videos and recorded lectures within agreed timeframes</li> <li>• Create, composite and manipulate media content using videos, audio, digital imaging and interactive media software</li> <li>• Publish new and revised content as instructed ensuring that the content has been appropriately authorised by the content owner and complies with relevant policies and procedures</li> </ul>
	2	Multimedia Upskilling Support <ul style="list-style-type: none"> <li>• Provide mentoring and guidance to academic staff through the process of adapting their face-to-face teaching to pedagogically sound online-compatible formats including content, interactive learning and assessment via multi-modal delivery (blended learning, remote students and online/distance students)</li> <li>• Work with academic staff from Schools and Centres to develop their knowledge and competence in preparing for online delivery streams</li> <li>• Establish and ensure guidance (including tools such as reference guides or checklists) is provided and are accessible to staff to assist them in preparing for online delivery modes and content</li> </ul>
	3	Quality Assurance <ul style="list-style-type: none"> <li>• Ensure all materials produced are compliant with the relevant standards for access (particularly disability access), and are compatible with all common devices, including mobile, for both android and apple platforms.</li> <li>• Ensure that all content and materials meets requirements and ensure material and use of the material adheres to the relevant university policies, procedures and guidelines</li> </ul>

## MULTIMEDIA PROJECT COORDINATOR POSITION DESCRIPTION

<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Communication	<ul style="list-style-type: none"> <li>• Tailors communication style and delivery method to the level of the audience</li> <li>• Organises events and meetings to facilitate information sharing</li> <li>• Prepares and delivers confident and persuasive presentation</li> <li>• Composes communications which convey specialised concepts in order to influence outcomes or decisions</li> </ul>
		Flexibility and Adaptability	<ul style="list-style-type: none"> <li>• Demonstrates flexibility in thinking</li> <li>• Adapts to and manages the increasing rate of change and copes with ambiguity</li> <li>• Welcomes ideas for improvements to structures, procedures and technologies</li> <li>• Challenges the status quo by looking for ways to enhance efficiency and effectiveness</li> </ul>
		Teamwork	<ul style="list-style-type: none"> <li>• Supports team members to achieve their goals</li> <li>• Takes the initiative in progressing team goals</li> <li>• Encourages all team members to participate and share their knowledge</li> <li>• Builds collaborative working relationships with internal and external stakeholders</li> </ul>
		Continuous Learning	<ul style="list-style-type: none"> <li>• Focuses on continually improving the skills and knowledge of people within their area</li> <li>• Encourages others to consider and attempt to improve existing systems and processes</li> <li>• Explores ideas and suggestions made by staff members</li> <li>• Takes ownership to raise issues before they become major problems</li> <li>• Recognises the validity of other viewpoints and is not fixed in his/her ideas</li> </ul>
		Achievement Drive	<ul style="list-style-type: none"> <li>• Able to quickly prioritise conflicting demands and evaluate opposing arguments</li> <li>• Sets targets to achieve results</li> <li>• Motivates self and others to focus efforts to meet deadlines even in demanding timeframes</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated high level technical and training skills in multimedia design and delivery including green screen/white screen, graphics and animation, voice-overs, dialogic presentation and 'live recorded focus group/small class sessions)</li> <li>• Significant experience in the design and development of curriculum delivered in innovative and engaging ways with demonstrably positive outcomes.</li> <li>• Demonstrated understanding and experience in directing and developing individuals and teams in the production of online delivery of content</li> <li>• Demonstrated experience working on video production in a collegiate or professional setting.</li> <li>• Ability to work in a multicultural environment and excellent interpersonal, organisational and communication skills</li> <li>• Understanding of and demonstrable experience in using multimedia platforms and systems including but not limited to Adobe Photoshop, Adobe Illustrator, Adobe Premiere of Final cut Pro, Adobe After Effects, Adobe Soundbooth and Adobe Flash</li> </ul>	
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelors degree in communications, multimedia television or a related field and relevant experience</li> </ul>	

