

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Capping Show Video Director/Videographer</b>
<b>Nature:</b>	<b>Fixed term</b>
<b>Reports to:</b>	<b>Events Coordinator/Capping Show Producer/Capping Show Director</b>
<b>Direct reports:</b>	<b>Capping Show Directors</b>
<b>Indirect reports:</b>	<b>Capping Show Actors</b>
<b>Volunteers and Interns:</b>	<b>Capping Show Volunteers</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>

### **Organisation:**

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

### **Position purpose:**

To assist with creating and directing a 'video show' of approximately 1.5 hours in duration around a theme to be determined by the OUSA Events team.

**As videographer you will be required to:**

- Use your own gear for the filming and editing of the videos (with access to any OUSA gear that might be available)
- Film and edit up to 4 Main Sketch segments (5-10min each)
- Film and edit Between 10 - 15 short sketches (1-2min max)
- Film a trailer for Capping Show as well as any marketing videos
- Be flexible in their hours of work and location of work
- Attend regular production meetings
- Film at least one night of the Capping show
- Film some behind the scene logs for Marketing

**Areas of Responsibility**

Area	Expected Outputs
<b>People Management</b>	<ul style="list-style-type: none"> <li>• To supervise the actors and entertainers and encourage involvement and quality performance from the cast.</li> <li>• To ensure that suitable lines of communication between the volunteers, cast and crew are maintained and enhanced.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>General Tasks</b>	<p>Reporting to OUSA Events Coordinator and Capping Show Producer and Director this position will be responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting with the creation and directing of a video show of approximately 1.5 hours in duration (excluding guest spots) around a theme to be determined by the OUSA Events team.</li> <li>• Organising the video sketch filming and reporting to directors, providing regular updates.</li> <li>• Working with the events coordinator, Producers, Directors, cast and crew.</li> <li>• Liaise with OUSA Events team regarding auditions, rehearsals, props, lighting, sound, set, video, songs, choreography and costume requirements.</li> <li>• Ensuring diversity is met within the cast.</li> <li>• Working with the script supplied by OUSA Events team to achieve the best outcome possible.</li> <li>• Ensuring all deadlines are met, without exception.</li> <li>• Ensure opportunities to direct are evenly shared between all Directors.</li> <li>• Record notes, type scripts and print new scripts throughout rehearsals.</li> </ul>

	<p><b>Planning and Reporting:</b></p> <ul style="list-style-type: none"> <li>• To meet regularly with the Directors, and to attend weekly meetings with OUSA Events and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show.</li> <li>• Provide a written 'lessons learned' report to the Events Coordinator after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• To ensure staff and volunteers report accidents to the Events Coordinator or Capping Show Executive Producer or Producers, participate in hazard identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems. To ensure that all staff and volunteers are made aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in.</li> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Events Coordinator and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Events Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<p><b>Delegated authorities</b></p>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

**Personal Attributes**

<p><b>Working Collaboratively</b></p>	<ul style="list-style-type: none"> <li>• Has a good sense of humour</li> <li>• Can work to deadlines</li> <li>• Is flexible in hours</li> <li>• Ability to build and maintain professional and productive relationships</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
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<p><b>Organisation</b></p>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is reliable, organised and keeps all files and documents in order</li> <li>• Is self-motivated and able to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Departmental Manager</li> </ul>
<p><b>Change</b></p>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA</li> </ul>
<p><b>Problem Solving</b></p>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate</li> </ul>

**Qualifications and Experience**

- Videography, directing & editing experience essential
- Workshop experience
- Proven experience working in theatre and particularly theatre production
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people
- Ideally have a current driver's license
- Experience with volunteers and students