

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Capping Show Videographer</b>
<b>Reports to:</b>	<b>Capping Show Producer, Assistant Producer, Video Director</b>
<b>Volunteers and Interns:</b>	<b>Capping Show Actors &amp; Writers</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>
<b>Organisation:</b>	

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) runs 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.

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

The OUSA Capping Show is a traditional annual student review for students at Otago University, produced as a comic cabaret-style show with various skits relating to student life. Capping Show has evolved since its debut in the late 1890's to challenge the views, boundaries and 'norms' of the day. 2024's show will be no exception and a big event! The annual Capping Show is ingrained into the culture of the university and at the forefront of Scarfie life.

### Position Purpose:

- Film video sketches
- Edit video sketches
- Use your own equipment for the filming and editing of the videos (with access to any OUSA gear that might be available)
- Be flexible in your hours of work and location of work
- Attend regular production meetings
- Film and/or edit the stage components of at least two show nights of the Capping show
- Film some behind the scene logs and promotional materials, including the Capping Show trailer.

## Areas of Responsibility

Area	Expected Outputs
<b>People Management</b>	<ul style="list-style-type: none"> <li>• To aid the video director in encouraging 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>General Tasks</b>	<p>Reporting to Capping Show Producer, Assistant Producer and Video Director, this position may be responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting with the creation of the video components of Capping Show around a theme to be determined by the OUSA Events team.</li> <li>• reporting to directors, providing regular updates.</li> <li>• Working with the Producer, Stage Manager, Directors, cast and crew.</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> </ul> <p><b>Planning and Reporting:</b></p> <ul style="list-style-type: none"> <li>• To meet regularly with the Directors, and to attend fortnightly 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>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To ensure staff and volunteers report accidents to the Capping Show Producer or Assistant Producer, 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> </ul>

	<ul style="list-style-type: none"> <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>
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### Personal Attributes

<b>Working Collaboratively</b>	<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>
<b>Organisation</b>	<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>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA</li> </ul>
<b>Problem Solving</b>	<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

- Experience filming and/or editing video
- Some experience working with volunteers and/or actors
- 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