

Position Description

Position:	Video Editor
Reports to:	Student Media Manager
Direct reports:	NA
Indirect reports:	NA
Volunteers and Interns:	NA
Location:	640 Cumberland Street, Dunedin
Organisation:	Otago University Students' Association

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.

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

Critic Te Ārohi is the official magazine of the Otago University Students' Association of the University of Otago. It is freely available around both the university's campus and selected sites in Dunedin city weekly during term time. Critic is New Zealand's longest-running student magazine, having been established in 1925. Weekly circulation is up to 3,500 copies, with an estimated readership of 20,000.

Drawing from the thriving creative cultures surrounding our base in Dunedin's tertiary institution, Radio One is a cultural hub for diversity and creativity, ultimately represented by our on-air programming and local attitude. We playlist approximately 70% New Zealand music content across the station and have an annual intake of approximately 100 student volunteer programmers

Position Purpose:

- Work collaboratively across Radio One 91FM and Critic Te Ārohi to pitch, script, shoot, and edit video content for the Student Media Team, including both planned and ad hoc projects such as gigs, interviews, and vox pops, with the long-term goal of monetising content.

- Collaborate with both teams to produce and publish weekly video content on social media, aligned with current trends, news, advertising, and promotional opportunities.
- Edit and transform raw footage captured by volunteer videographers into engaging, high-quality, publishable content.
- Amplify and represent the voices and perspectives of Dunedin students through video storytelling, ensuring those voices are brought to the forefront of online discussion.

AREAS OF RESPONSIBILITY

Area	Expected Outputs
General Tasks	• Create, edit and publish video content that appropriately represents and engages students in collaboration with the Student Media Team. • Host regular content-planning meetings with the Radio One manager and Critic Editor. • Collaborate with Radio One Promotions and Content Coordinator on all content. • Coordinate any video team volunteers. • Lay out schedules for working a month in advance and maintain these deadlines. • Maintain and care for all video equipment. • Accompany volunteer videographers on video shoots and appear on camera or behind the camera when needed. • Turn footage created by videographers into publishable material. • Post videos to social media and monitor presences for both teams, in conjunction with other staff.
Health and Safety	• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Critic Editor, R1 Manager and colleagues any potential hazards that you identify that are not on the register. • Be familiar with the location of first aid kits and qualified first aiders in the Association. • Be familiar with and adhere to any health and safety plans. • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in and notify the Critic Editor and R1 Manager of these. • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community.

PERSONAL ATTRIBUTES

Working Collaboratively	• Ability to build and maintain professional and productive relationships. • Ability to relate to a diverse range of people. • Excellent written and oral communication skills.
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	• Communicate positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA. • Ability to work within a small, inter-departmental team. • Ability to work constructively with criticism and amendments.
Organisation	• Manages self, resources and workload to meet timelines. • Is organised and keeps all files and documents in order. • Ability to work independently and as part of the team. • Ability to recognise when issues need to be escalated to the Critic Editor and R1 Manager.
Change	• Is flexible and resilient to meet the ever-changing needs of the OUSA.
Problem Solving	• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Critic Editor and R1 Manager when appropriate.

QUALIFICATIONS AND EXPERIENCE

- Proven ability in filmmaking and camerawork.
- Technical competency in the Mac system and fluency with video editing, preferably within the Adobe suite. Other software will be considered.
- Ability to work within a tight deadline (<1 week turnaround).
- A demonstrated ability to navigate social media trends.
- Prior experience and comfort both in front of and behind a camera.
- A thorough understanding of online and social media requirements and opportunities.