**ACON is here to improve the health of the LGBTI community.**

**Why work for ACON?**

ACON is an inclusive employer offering a colourful, nurturing and fun workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness and we are committed to their professional development and engagement. Our philosophy is “Employability for Life.” We don’t just help you excel at this job, we also help to build capabilities that support your future career development.

In addition, we offer flexible working arrangements and generous array of entitlements above and beyond the National Employment Standards (NES) including:

1. a **35 hour working week** (38 hours per week under NES);
2. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
3. **12 days of paid personal leave** per year (10 days under NES)
4. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES)
5. **Five days of paid bereavement/compassionate leave** (2 days under NES)
6. **12 weeks paid parental leave** in addition to the government arrangement
7. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
8. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
9. **Education Leave of up to 112 hours** per annum
10. **Severance pay** in excess of the NES, in the case of redundancy.
11. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)
12. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees

For more details about working at ACON, click [here](http://www.acon.org.au/wp-content/uploads/2015/12/14515105_final_agreement_updated_dec_2015_rates-1.pdf) to download the ACON Enterprise Agreement.

**How do I apply?**

You only need to email us three documents in MS-Word or PDF format at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

**1) An ACON Application Form**

*You can download this at* [*www.acon.org.au/jobs*](https://www.acon.org.au/jobs)

**2) Your Cover Letter outlining your Claim against the Selection Criteria**

*You should use your cover letter to tell us how you meet each of the Selection Criteria in the Position Description.*

*Address all of the Selection Criteria as outlined in the following position description.*

*Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.*

*To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.*

*Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.*

**3) Your Resume**

*Tell us about your previous employment and your education. Be sure to include:*

* *Your* ***Name*** *and* ***Contact details***
* *Your* ***Education*** *including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.*
* *Your* ***Work Experience*** *including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.*

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-2 business days acknowledging receipt of your application. Your application will then be reviewed and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview.

Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don’t get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however this may vary depending on the number of applicants.

**Position Title:** Video Content Producer (Communications)

**Work Level:** Operational

**Reports to**

Manager, Marketing, Communications and Fundraising

**Position Overview**

The Video Content Producer will be a video and digital content marketing all-rounder – with the ability to shoot, direct, produce, edit and animate. Situated within the Marketing, Communications and Fundraising Unit, the successful candidate will play a key role in supporting ACON’s corporate communications activities through compelling video content. The Video Content Producer will work across ACON to produce engaging videos on our events, news, announcements, and fundraising and marketing campaigns, as well as other corporate and social videos as required. Able to work independently and as part of a team, the Video Content Producer will collaborate with relevant internal team members contributing towards conceptualising, directing, filming and motion graphics, to execute the video production from concept through to completion. The Video Content Producer will be flexible with the ability to work weekends, evening and during campaign periods.

**Main Activities**

* Confer with project managers to determine their requirements for making videos
* Engage stakeholders in conversation to decipher their specific requirements for communication objective
* Provide ideas on coverage and editing in accordance with stakeholders / project manager’s videography concepts
* Direct subjects and props placement according to the established storyboard
* Operate video cameras and other equipment to capture running moments
* Check recorded material to ensure that it has been captured properly
* Reshoot scenes or parts that may not conform to quality coverage standards
* Edit captured videos by using a variety of licensed software, depending on what needs to be edited
* Generate and insert screen text and graphics according to the theme of the video
* Maintain proper calibration of video equipment and perform regular and preventative maintenance on it
* Support project managers throughout the production process by providing input and making necessary changes to the original footage
* Brainstorm and present creative briefs for videos that will help elevate the brand and its message
* Incorporate graphics and impactful images and animations into final videos to enhance the end result
* Encode and output videos for online video hosting and social networking sites
* Maintaining appropriate and timely statistics, administrative records and written reports.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria:**

## Essential:

* Experience in camera operation, DSLR & digital video cameras, sound equipment and the overall production process
* Tech savvy, with considerable knowledge of audio/visual equipment, hardware, software (Adobe Creative Cloud; Premiere Pro, After Effects, Audition), troubleshooting and techniques used in video production and editing
* Creative thinking, script writing, creative writing and storytelling
* The ability to create and edit video recordings and motion graphics to a very high standard in order to produce material for campaigns, events, fundraising challenges.
* Ability to deliver content to various social media platforms e.g. YouTube, Facebook, Twitter, Instagram, etc.
* Knowledge and understanding of most matters relating to videography, photography, and lighting including various filming techniques such as indoor and outdoor filming, ‘filming on the go’, interview based filming, etc.
* Excellent planning, organising, scheduling, and communication skills
* Ability to meet deadlines and manage multiple projects simultaneously under pressure including working out of office hours and occasionally on weekends
* Responsible and able to deliver outstanding service levels
* Proven ability to work closely with internal stakeholders and co-workers in order to deliver creative and original ideas and write good quality scripts

**Desirable**

* A relevant qualification in video editing/videography
* Competency in Adobe Creative Suite (Photoshop, Illustrator) would be high desirable
* Knowledge and experience of sourcing video material/footages from a wide range of open sourced as well as licenced video/image libraries
* Accurately archive existing video assets including application of archiving standards for future use, such as naming conventions and file size/type requirements.
* Experience in working with a community-based organisation
* Understanding of and commitment to ACON’s communities, particularly people with HIV, and of their needs

**Additional Information**

This is a part time position (21 hours/week) offered on a one year contract.

The salary range for this position is $55,000 – $65,000 (pro-rata) per annum, commensurate with experience, plus superannuation and leave loading. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

For further information regarding this position, please contact Reg Domingo on 02 9206 2000.

Applications close 5 pm, Monday, 24 September 2018.