



Job & Person Specification

TITLE OF POSITION Video Contributor Volunteer	REPORTS TO Online Content Managers The Artistic Director
DATE By arrangement	DIVISION n/a
KEY STAKEHOLDERS <ul style="list-style-type: none">• Artistic Director• Online Content Managers• Audience Members• Schools• Board members• Other stakeholders	MEETING ATTENDANCES <ul style="list-style-type: none">• As required by Artistic Director and Board.
AUTHORITIES <ul style="list-style-type: none">• Authority to spend the amount as outlined in volunteer contract	
ACKNOWLEDGEMENT <p>I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out below.</p> Signed by Employee: _____ Name of Employee: _____ Date: _____ Signed by Company Producer: _____ Date: _____	

Job Specification

1. SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The Video contributor is responsible for documentation of specific projects of the company.

2. COMPANY PROFILE

Vision Statement

ActNow is a leading contributor to public discourse and our audiences are agents for social change.

Mission Statement

ActNow is a South Australian theatre company that tailors socially conscious performance projects. We work with professional artists to engage diverse communities in conversations around challenging, contemporary issues.

Company Values:

- High quality contemporary theatre
- Innovation and art form development
- Inspiring social change
- Development of emerging artists
- Community engagement

4. SPECIFIC TASKS & RESPONSIBILITIES

- Develop a Documentation Plan for each project in collaboration with Online Content Managers and Artistic Director
- Plan, record and edit video, audio and photographic documentation of projects
- Undertake other administrative tasks as required

5. SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Experience in video pre production, production or post production
- Self motivated, organized and a positive attitude
- Ability to work flexible hours as required
- Ability to work in teams
- Satisfactory Police Check

Desirable:

- Interest and/or previous experience in theatre or other art forms
- Experience in Final Cut Pro
- Qualifications in Film, TV or Media

Application Process

To apply, please send CV and cover letter addressing your skills, experiences and qualifications and why you would like to be involved in ActNow Theatre to: info@actnowtheatre.org.au