



## POSITION DESCRIPTION

<b>Title</b>	Media Worker and Trainer
<b>Location</b>	Tennant Creek, NT
<b>Reports to</b>	Barkly Regional Arts, Artistic Director and Executive Officer
<b>Duration</b>	6 months (with a further 6 months pending funding)
<b>Remuneration</b>	\$55K - \$60K FTE + 9.5% superannuation. Salary Sacrifice Package is available to this position

To apply for this job, applications must address the Selection Criteria and be accompanied by a Current CV. Email: [artisticdirector@barklyarts.com.au](mailto:artisticdirector@barklyarts.com.au) . Closing date: Friday 8 April 2016.

### About the program

**Media Mob** is a full time program within Barkly Regional Arts (BRA). The program is a combination of creative media projects and media documentation of BRA and community programs and events.

**Media Mob** delivers all aspects of media: film production and editing of documentaries, music videos, video logs, video postcards, TV commercials, some live webcasting and event filming. The program is also responsible for photographing BRA programs / activities and community events, maintaining and uploading information onto three BRA websites and BRA social media platforms. There is some design work involved – posters, flyers DVD/CD covers etc.

Media Mob is based in Tennant Creek but delivers its media work right across the Barkly region. You will be working with a part-time employee, who has been with BRA for the past 3 years. This is an additional position to take charge of the media-training program.

### Job outline

The **Media Trainer and Worker** position is a full time position for 6 months. The part-time Media Mob employee supports the role.

### **ROLES**

This position has 2 interconnected roles:

**Media Trainer** – This role specifically trains a maximum of 8 people who are enrolled in a regional Community Development Program (CDP) for min 25 hrs / week.

**Media Worker**- This is a shared role with the Media Mob employee to give *in situ* participant work experience in all aspects of organisational media practice.

### **Key Duties**

1. Create, co-ordinate and deliver a practical media-training program for Media Mob's CDP program.
2. Liaise with BRA Office Management on all CDP matters such as requests for participants' course materials and equipment, daily and weekly timesheets.
3. Collaborate with the Media Mob employee to ensure a coordinated approach to Media Mob's projects and the CDP program. (This will provide on-the-job opportunities for the CDP participants).
4. Fulfill the reporting requirements of Media Mob projects and CDP program.
5. Liaise closely with BRA's EO, Artistic Director, staff, contractors and program delivery affiliates to ensure a coordinated and collaborative approach.
6. Work respectfully with all members of BRA staff.
7. Adhere to BRA's cultural protocols
8. Be responsible for the appropriate use and safe maintenance of program facilities and equipment.
9. Be responsible for the appropriate use and safe maintenance of vehicles.

### **Reporting**

The **Media Trainer** and Worker will report directly to the Artistic Director.

### **Particulars**

1. Although based primarily in Tennant Creek our programs service the Barkly region that requires some travel in BRA vehicles to remote communities. All costs associated with travel and accommodation is covered by BRA.
2. Accommodation for 6 months is provided in Tennant Creek.
3. Flights and travel costs for the start and end of contract are paid for.

## Selection Criteria

1. Qualification and/or sound knowledge of media (film production, editing, photography, website management (WordPress and Wix), and social media (Instagram, Facebook, twitter).
  2. Experience working with Photoshop software and Premiere editing program.
  3. Qualification and/or extensive experience in delivering training to Aboriginal people living in remote communities
- Demonstrated ability to build and sustain partnerships
  - Good written and verbal communication skills across diverse groups, including Indigenous communities, staff and management, government and other agencies
  - Proven ability to achieve outcomes with a minimum of supervision and direction
  - Excellent time and project management skills.
  - Ability to work cooperatively in a team
  - Current Driver's License and 4WD experience or a willingness to be trained
  - Capacity to travel and undertake short-term stays in remote Indigenous communities
  - Sensitivity and understanding of Aboriginal culture, tradition and society
  - Willingness to undertake a Working with Children Clearance Notice
  - Good level of cross-cultural awareness, particularly with respect to Aboriginal cultural aspects of training.
  - Demonstrated ability to work with and under the direction of traditional Aboriginal people in a "dry" (no alcohol) community, where cultural norms and community development priorities may differ from your own: patience, maturity and a high standard of personal conduct are essential.

**For more information or to submit your job application, please contact Kathy Burns, [artisticdirector@barklyarts.com.au](mailto:artisticdirector@barklyarts.com.au) or phone 0401 620 380.**

Kathy Burns  
**Artistic Director**

## Barkly Regional Arts Inc

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Barkly Regional Arts Inc. would like to acknowledge the generous support of the:  
Commonwealth Government through the Australia Council for the Arts, its arts funding and advisory body.  
Northern Territory Government through Department of Arts and Museums, Arts NT.  
Commonwealth Government through the Attorney – General's Department, Ministry for the Arts



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