DIGITAL CONTENT CREATOR

JOB DESCRIPTION

The Digital Content Creator forms an integral element of Scotch’s vision to further the creation of rich media content for our community. This role specifically involves the capture, creation and general manipulation of a wide range of media types. The Digital Content Creator is strategically based within the Library department which supports teachers and students from years 1-12 in the area of multimedia.

Reports to: Head of Library, Information & Research Services

Main Duties:
• Actively support Teacher Librarians across the College in the creation of rich media for curriculum areas.
• Work with teachers, students and the community on selected projects for events.
• Provide assistance to students and teachers in the development of rich media resources for curriculum and project work.
• Provide one-to-one ongoing professional development to staff in the creation of rich media resources.
• Design templates for teachers in the creation of rich media content in various environments.
• Creation of a knowledge base of “how to” guides for the internal operation of the department and work with others to ensure quality of external ILT items
• With ILT Coaches to manipulate existing ‘paper handouts’ and transform these into rich digital formats.
• Maintain digital equipment located in the library.
• Support the creation of content to be shown on the digital signage at the College.
• Actively share and promote the work done at Scotch College with other colleges and third party suppliers.
• Work collaboratively with the team at Presbyterian Ladies’ College in the creation of rich content.
• General administration of the circulation desk.
• Maintain current libapps applications to ensure that they continue to provide an excellent UX for the community
• Actively create content for ubiquitous devices
• Maintain knowledge of trends in web design and continue to evaluate existing sites to ensure they are up to date.
• Actively produce content and products to visualise data in a more user friendly model.
• Create products that have excellent instruction design thinking to ensure that the UX is suitable for the Scotch community.

Qualifications:
• Minimum of Cert IV in an associated area of study.

Skills and abilities required:
• Excellent Mac environment knowledge. (Mac OSX, Page, Keynote)
• Ability to proficiently operate a range of camera equipment to ensure that a high quality product is always captured.
• A high level of video editing proficiency in various applications (Final Cut, Adobe Premier, Adobe After Effects etc – specialty in at least one).
• Excellent file type general knowledge (.mov, .mpeg, .H.264, .m4v, .mp4, .eps, .gif, .jpeg, .png, .tiff, .mp3, .aiff etc)
• Sound ability to create and manipulate digital graphics for print and web environments.
• Sound understanding of image editing applications (Photoshop and Illustrator).
• Excellent creative capabilities when designing unique and varied solutions finding and creating of digital objects.
• Ability to adapt to changing environments on a daily basis with minimal disruption.
• Flexibility with working times to suit the range of events that the College holds on a regular basis.
• Willingness to work in a changing library environment and provide guidance in ways the College can handle rich media products for both cataloguing and their storage.
• Ability to communicate effectively verbally and in various text forms with excellent netiquette principles.
• Ability to work collaboratively with various teams at the College.
• A customer service attitude where quality service is key to all you do.
• Ability to work with the boys at the College on various projects in a support role.
• A drive to want to keep learning and undertake further study where appropriate.
• A ‘can do’ and energetic approach and the willingness to be proactive.
• Have an excellent understanding of the CSS and HTML of websites

General Conditions:
• Employment conditions as per Scotch College Administrative and Technical Officers (Enterprise Bargaining) Agreement.