POSITION DESCRIPTION

Television Programmer – Indigenous Community Television Limited

Position	Television Programmers (Indigenous Identified)
Time-fraction	Casual and part-time
Location	Alice Springs, NT
Reports to	ICTV General Manager (GM) and Programming Coordinator
Salary Range	Casual rates are $25 per hour for training/ $37.40 per hour once competency is achieved. Part-time salary is casual rate, less 25%.
Summary of Position	ICTV is seeking ongoing Expressions of Interest from Indigenous Australians interested in working as television programmers with the organisation. Commencing work under a casual arrangement is a good opportunity to gain a better understanding of the role and the organisation, and there may be capacity to transition the casual position into a ongoing part-time or full-time role
Term	To be negotiated.

Introduction

ICTV is a not-for-profit organisation dedicated to improving the lives of Indigenous Australians, especially those living in remote areas. The foundation of our work is the provision of a community based, culturally appropriate digital television and video on-demand service tailored for Indigenous audiences in remote Australia.

The ICTV television service is received via satellite on Channel 601 in remote areas around Australia and on Channel 41 as a digital terrestrial service in Alice Springs, Broome and Roebourne. The video on-demand service is freely available at www.ictv.com.au.

The ICTV television service is supported by the federal government, under the National Indigenous Australians Agency through the Department of Prime Minister and Cabinet. ICTV also receives one-off grants for projects through a number of government and non-government sources. ICTV is governed by an Indigenous board of directors and has strong relationships with organisations and individuals throughout remote Australia who voluntarily provide video content for the service.

ICTV generates around 20% of its income through business activities and is reliant on this income to subsidise operational costs. Any surplus generated by ICTV is reinvested back into the organisation and to the broader industry through a designated production fund.

Role Summary

The television programmer positions work within the programming department to review, assess and modify assets to make them 'broadcast ready' for the ICTV television service.

This role also assists in the creation of the weekly television programming schedule using a number of tools and formulas developed by ICTV, and in the creation of regular graphic elements such as the Community Bulletin Board, New on ICTV, Saturday Night Feature.

This role is accountable for:

ASSESSMENT OF NEW VIDEOS (Quality Control)

- Review new videos, assess them and enter data into database following pre-existing established criteria and systems;
- Modify video content, as per outcome of internal assessments;
- Ensure all content conforms to ICTV's Programming Policy and relevant broadcasting codes of Practice;
- Undertake transcoding and transfer of media assets onto designated distribution platforms;
- Follow agreed workflows and checklists for quality control assessment.

SCHEDULING TELEVISION PROGRAM

- Programming video content for the ICTV television service as per current full-time programming schedule based on formulas for repeats. utilising ICTV's in-house tools and playout provider's interface;
- Follow agreed workflows and checklists for scheduling the television service.

CONTENT

- Assist in the production of programming graphics;
- Assist in the production of station IDs, sponsorship campaigns and other media for ICTV platforms

TRAINING

- Undergo training in quality control assessments; scheduling the television service; Adobe Premier, Adobe Media Encoder, Adobe AfterEffects and other areas as requested.
- Undergo training in using ICTV's systems.
- You may also be required to undertake training in video production.

OTHER

- Deliver and record voice-overs as requested.
- Other duties as requested by ICTV Manager or Programming Coordinator as would normally be understood within this position.

Key Performance Indicators (KPIs) will be established for part-time positions, but casual staff are not required to deliver KPIs.

Key Selection Criteria -

CANDIDATE EXPERIENCE

While it is not expected that the a candidate for the programmer position will have existing experience in video production and post-production, or experience using our systems, the following skills and aptitudes are critical to this position.

1. Computer literacy;

2. English literacy;

3. Good understanding of maths;

4. Demonstrated understanding of the issues facing Indigenous Australians in remote communities.

5. A demonstrated understanding of ICTV and the role of media in remote Aboriginal and Torres Strait Islander communities.

6. Technical troubleshooting and problem-solving skills.

7. Demonstrated capacity to follow instructions.

8. Capacity to work independently, and as part of a small team.

9. Demonstrated communication skills.

10. Preparedness to work within ICTV operational parameters (i.e. 8.30am to 6pm Monday to Friday) and operate to a high standard of personal and professional conduct in the workplace.

11. Willingness to undertake training.

Desirable

1. Full driver's licence.

2. Understanding of broadcast operations or similar field.

3. Demonstrated knowledge of the Indigenous media communications sector and of ICTV's distribution platforms.

Successful candidates will be required to clear probity checks including National Criminal History Record Check and Working with Children Check (where relevant to the role).

Application for employment

Indigenous Community Television Limited (ACN: 122 250 533)			
Position: Graphics Officer			
Applicant's details			
Given name:		Family name:	
Street address:			
Postal address:			
Home ph.:	Work ph.:		Mobile ph.:
Email:			
Do you have a current Police Clearance?			
Are you an Aboriginal or Torres Strait Islander?			
Do you have either Australian citizenship or permanent residency?			

Referee no. 1		Referee no. 2	
Name		Name	
Job title		Job title	
Organisation		Organisation	
Phone		Phone	
Email		Email	
Relationship to you		Relationship to you	

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Applicant's signature   *Date*

Steps in the process

- Complete the form 'Application for employment'.

- Write a statement addressing the selection criteria.

- Compile your resume, setting out your particular skills and attributes.

- Send via email to ICTV, to manager@ictv.com.au

- ICTV will contact you if you are selected for interview.

- You will receive notification of the outcome of this application once the position has been successfully filled.