



HEAD: DIGITAL MEDIA UNIT

(Payclass 11)

Centre for Innovation in Learning and Teaching Centre for Higher Education Development

The [Centre for Innovation in Learning and Teaching](#) (CILT) is seeking a creative and multi-skilled video and studio production manager as the Head of the Digital Media Unit to oversee all media content for a variety of course development and marketing outputs.

The Head of the DMU will manage a team of creative video producers, studio assistants and digital designers who work closely with the learning design team to produce content for teaching and learning.

The successful candidate will be expected to have experience in managing a team with the technical knowledge of creating video and audio content with proven experience of project management skills to oversee multiple projects with a variety of stakeholders.

CILT is a department in the faculty of CHED that supports transformative and reflexive practices in learning and teaching to support UCT to achieve its [Vision 2030](#). We strive to create a socially responsive and contextually relevant teaching and learning environment that embraces principles of openness. Our key stakeholders are teaching staff and academics who we support to provide a digitally enabled learning environment. This position requires you to be onsite.

We invite applications from suitably qualified and experienced candidates for this permanent position as the Head of the Digital Media Unit to join the Course and Curriculum Design cluster.

Requirements for the position:

- A relevant NQF 6 qualification in film or media production
- At least 7 years' experience as a production manager or video producer
- At least 3 years' experience managing a team of creative or media production staff
- Experience of managing multiple production projects that includes video and digital media outputs
- Experience working in a recording studio and/or on location shoots
- Proven knowledge of filming on professional cameras, audio and lighting equipment as well as various styles of filming
- Proven knowledge of editing software such as Adobe Suite or Final Cut
- Experience in preparing budgets and quotes for video and digital media production projects
- Proven experience working with a variety of internal and external stakeholders and clients and overseeing the production deadlines
- Excellent written and verbal communication skills
- Attention to detail especially when directing and reviewing content

Advantageous:

- Worked in an education environment to produce blended and online courses
- Understanding interactive video tools
- Basic understanding of gaming platforms
- Virtual and augmented reality knowledge specifically for video production

Responsibilities include:

- Project manage the production of digital media (particularly video media) to support UCT's core teaching and learning activities
- Manage the Digital Media Unit of video producers, studio assistants and digital designers to produce digital content
- Management of studios and operations to support creation of video content for blended and online courses
- Financial management of the studio maintenance, operations and production costs
- Human resource management
- Design and develop learning interventions for UCT courses in partnership with educators
- Work closely with the learning design co-ordinators to ensure the production of media is in line with the pedagogies underpinning the course curriculum design

The annual cost of employment, including benefits is between **R711, 889** and **R837, 514**.

To apply, please e-mail the below documents in a **single pdf file** to Ms.Hlubi Ntsizi at recruitment07@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A one-page motivational letter, stating how you meet the requirements of the position; and
- Curriculum Vitae (CV)
- A link to your showreel indicating your role on each project

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

Telephone: 021 650 2163

Website: <http://www.cilt.uct.ac.za/>

Reference number: E230150

Closing date: 13 March 2023

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.