



PRODUCTION COORDINATOR & RESEARCHER

(Payclass 09)

NEWSROOM & VIDEO PRODUCTION UNIT COMMUNICATION AND MARKETING DEPARTMENT

The University of Cape Town's (UCT) Communication and Marketing Department (CMD) seeks a highly competent Production Coordinator & Researcher to join the Newsroom and Video Production unit to contribute to the delivery of excellent multimedia content. The incumbent should have a complete understanding of all aspects of video production, from pre- to post-; the ability to: coordinate video projects from start to finish, research and coordinate the use of visual and audio elements to communicate a clear message that consistently conveys UCT's strategic goals, its vision and mission.

The successful candidate will research video content and coordinate the production of video and other multimedia content within the Video Production unit from concept to completion. This includes conducting research, preparing research packs, booking freelancers and coordinating workflows of internal staff, setting up shoots with internal and external stakeholders and scripting video and multimedia content.

The successful candidate will be a skilled, diplomatic communicator who is able to work independently and as part of a team, and who is both service and systems orientated.

Requirements for the job:

- An NQF 6 or higher tertiary qualification, preferably in journalism, film or media studies.
- At least 3 years' relevant work experience in a film, digital or communications environment
- Excellent writing, proofreading and researching ability for a variety of styles and formats for different platforms including social media, websites and internal communication.
- Proof of coordination experience in a film/communications, marketing or media environment
- Significant experience in overseeing digital and multimedia projects
- Ability to facilitate and navigate team dynamics
- Solid computer skills and proficiency in appropriate software, such as MS Office, Adobe Acrobat or similar
- Good command of English (reading, writing and speaking)
- Excellent planning, scheduling and time management abilities
- Strong teamwork and collaboration skills
- Ability to operate well in a high-pressured environment.
- Quick decision-making and problem-solving skills

The following would be advantageous:

- Knowledge of current multimedia conventions and practices
- An understanding of the South African media landscape, preferably in higher education
- Knowledge of South Africa's Press practices, especially relating to the republication of content, use of images and photographs, permissions for reuse of external content
- Knowledge of online publishing conventions, specifically relating to the publication of news content
- Knowledge of UCT policies relating to the Communication and Marketing Department

Responsibilities:

- To ensure that all video content is researched, allocated, coordinated and published according to schedule
- To support the video production processes by coordinating shoots, creating schedules, organizing edits, booking freelancers and filing documentation
- To compile and research content for video productions and coordinating multimedia-appropriate copy for a variety of news and multimedia platforms
- Research, facilitate and coordinate multimedia and multiplatform production processes
- To assist the video production unit with a variety of tasks, including content development, scriptwriting and related liaison
- Conduct research interviews for video projects
- Booking of freelancers for multimedia projects and events
- Verify copyright licensing agreements
- Coordinate video production processes from conception to delivery via scheduling tools and reports
- Coordinate CMD protocol documents such as job cards, scheduling templates, call sheets and checklists
- Source images/stock and other footage
- Assist the Head of Video Production with day-to-day diary management and in coordinating projects
- write in a range of styles for appropriate multimedia platforms
- Coordinate the flow of video projects by researching events and projects needing pre- and post- publicity

The annual remuneration package, including benefits, is negotiable between R465 633 and R547 802.

To apply, please e-mail the below documents in a **single pdf file** to Ms Natasha Khan at recruitment06@uct.ac.za .

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- One-page letter of motivation
- Two-page curriculum vitae (CV)
- Brief reports of no more than 1 000 words on two content-based video projects you have been involved in, explaining your role and responsibilities in the projects
- One sample of your writing in the form of one of the following: Media/Press Release
- Magazine/newspaper article/Formal proposal or research pack (for video content)

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with all the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be expected to undergo competency testing.

Telephone: +27 21 650 3469 **Website:** <http://www.uct.ac.za/services/communication/>

Reference number: E230291 **Closing date:** 11 August 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 make an appointment.