



Canberra City Farm Role

Video Production Coordinator

Position title:	Video Production Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> The CCF Video Production Coordinator creates and organises short videos of CCF displays, talks and demonstrations to be published on the CCF website and YouTube. The purpose of the CCF Online Coordinator is to: <ul style="list-style-type: none"> Demonstrate urban agriculture techniques in video format. Promote CCF activities and purpose of CCF. Engage with the broader Canberra community.
Key responsibilities	<ul style="list-style-type: none"> Liaise with CCF executive and members to determine video story requirements. Plan and create video shoots with high quality images and sound at CCF public or staged events. Edit video into engaging and playful stories and publish on the CCF website and internet eg YouTube and other platforms. Make recommendations on future directions for the use of innovative technologies for supporting other CCF or Urban Agriculture Australia communications. Mentor and support the next person to take on the position.
Existing arrangements	<p>Videos</p> <ul style="list-style-type: none"> CCF has a short video that could be built upon.
Minimum period	<ul style="list-style-type: none"> 1 year + time to coach next person to take on the role.
Skills, experience and attributes	<ul style="list-style-type: none"> Demonstrated experience of producing high quality video, sound and images. Interested in communicating compelling, educational stories about urban agriculture. Project management skills to deliver results. Interpersonal skills to build collaborative relationships with all stakeholders. Need to have access to own video and sound recording and editing equipment.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.
Benefits for the volunteer:	<ul style="list-style-type: none"> Increased video production and story-telling skills, self confidence and exposure to a local, national and international audience. Opportunity to create powerful stories and educational materials about urban agriculture.



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Benefits to CCF:	<ul style="list-style-type: none"> • Simple powerful educational videos on CCF website. • Improved reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> • Induction training. • Police check (if required). • Medical check (if required).
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	