

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Capping Show Video Director
Reports to:	Capping Show Producer & Assistant Producer
Direct reports:	Capping Show Directors, Videographer
Indirect reports:	Capping Show Actors
Volunteers and Interns:	Capping Show Actors & Writers
Location:	OUSA, University of Otago, Dunedin

Organisation:

OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Capping Show is the longest running student revue show on earth, with 130 years of history at Otago University. Capping Show is produced by OUSA, and is primarily a student-run and student-led project. Taking part in Capping Show allows emerging performers and theatre workers the opportunity to express their creative vision in a professional theatrical context, with the financial and administrative support of OUSA.

Position purpose:

Working alongside the Producer and other Directors, the Video Director(s) are responsible for setting the overall creative direction of the show, including but not limited to; Selecting the show theme, casting actors and writers, selecting sketches to go in the show, editing scripts, communicating show requirements to the designers and tech crew, and directing actors throughout video shoots. The Directors are responsible for ensuring that the quality of the show is high, and that it remains relevant in the Otago student market.

The Video Director(s) hold responsibility for the creation of the video components of Capping Show, including video sketches, filming and editing of the live stage show, and content for promotional

material. This position is ideal for someone with a passion for storytelling through video, strong organizational skills, and the ability to adapt to changing production needs.

Some requirements of this position may be flexible based on the skills and experience of applicants. If you have experience behind a camera but have never edited video, or the other way around, the role may be able to be catered to this experience depending on how your skill and experience compliment the skills and experience of other video director / videographer applicants.

Areas of Responsibility

Area	Expected Outputs
People Management	<ul style="list-style-type: none"> To supervise the actors and entertainers and encourage involvement and quality performance from the cast. To ensure that suitable lines of communication between the volunteers, cast and crew are maintained and enhanced. To supervise any videographers
Financial Management	<ul style="list-style-type: none"> Nil
General Tasks	<p>Reporting to Capping Show Producer, Assistant Producer and other Directors, this position will be responsible for:</p> <ul style="list-style-type: none"> Assisting with the creation and directing of of the video components of Capping Show around the show theme. Organising the video sketch filming and reporting to directors, providing regular updates. Working with the Producer, Stage Manager, Directors, cast and crew. Liaise with other crew regarding auditions, rehearsals, props, lighting, sound, set, video, songs, choreography and costume requirements. Ensuring diversity is met within the cast. Working with the script supplied by OUSA Events team to achieve the best outcome possible. Ensuring all deadlines are met, without exception. Ensure opportunities to direct are evenly shared between all Directors. Record notes, type scripts and print new scripts throughout rehearsals. <p>Planning and Reporting:</p> <ul style="list-style-type: none"> To meet regularly with the Directors, and to attend weekly meetings with OUSA Events and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show. Provide a written 'lessons learned' report to the Producer after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.

Health and Safety	<ul style="list-style-type: none"> • To ensure staff and volunteers report accidents to the Capping Show Producer or Assistant Producer, participate in hazard identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems. To ensure that all staff and volunteers are made aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in. • Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Producer and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Events Manager of these • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
Delegated authorities	<ul style="list-style-type: none"> • Nil

Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> • Has a good sense of humour • Can work to deadlines • Is flexible in hours • Ability to build and maintain professional and productive relationships • Ability to relate to a diverse range of people • Excellent written and oral communication skills • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines • Is reliable, organised and keeps all files and documents in order • Is self-motivated and able to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever-changing needs of the OUSA

Problem Solving	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate
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Qualifications and Experience

Capping Show is a student-led production, so the qualifications and experience required for this position are more flexible than in other professional theatre productions. However, the following characteristics are preferred:

- Videography, directing & editing experience
- Workshop experience
- Proven experience working in theatre and particularly theatre production
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people
- Ideally have a current driver's license
- Experience with volunteers and students
- Access to video equipment is a strong plus