

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Capping Show Videographer
Reports to:	Capping Show Producer, Assistant Producer, Video Director
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:

This role has been created as an alternative to the video director role for applicants who prefer hands-on technical work over creative direction, though collaboration with the Video Director is key. Your responsibilities will include assisting with video shoots, editing footage, and ensuring the final videos meet the creative vision of the directors. Flexibility is available depending on your skill set—whether you're stronger in filming or editing, we can tailor the role to fit your experience and compliment the skills and experience of the video director applicants.

As videographer you may be required to:

- Film video sketches
- Edit video sketches
- Use your own equipment for the filming and editing of the videos (with access to any OUSA gear that might be available)
- Be flexible in your hours of work and location of work
- Attend regular production meetings
- Film and/or edit the stage components of at least two show nights of the Capping show
- Film some behind the scene logs and promotional materials, including the Capping Show trailer.

Areas of Responsibility

Area	Expected Outputs
People Management	• To aid the video director in encouraging involvement and quality performance from the cast. • To ensure that suitable lines of communication between the volunteers, cast and crew are maintained and enhanced.
General Tasks	Reporting to Capping Show Producer, Assistant Producer and Video Director, this position may be responsible for: • Assisting with the creation of the video components of Capping Show around a theme to be determined by the OUSA Events team. • reporting to directors, providing regular updates. • Working with the Producer, Stage Manager, Directors, cast and crew. • Working with the script supplied by OUSA Events team to achieve the best outcome possible. • Ensuring all deadlines are met, without exception. Planning and Reporting: • To meet regularly with the Directors, and to attend regular 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	• 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 that these are submitted to the Producer in a timely manner • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
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Personal Attributes

Working Collaboratively	• 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	• 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	• Is flexible and resilient to meet the ever-changing needs of the OUSA
Problem Solving	• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

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:

- Experience filming and/or editing video
- Some experience working with volunteers and/or actors
- 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