

## Role Profile: Videographer Team Leader

Ko tā te Māori e whakaaro ai, e kōrero ai, e aro ai, te tāhuhu mō tēnei tūranga.

### Purpose

You will oversee the Camera and editing functions of the organisation and provide leadership to the Videographer team. You will maintain and promote the correct technical production processes and liaise with our production clients to ensure we have robust processes in place for programme planning, design, and delivery of each new production.

You will work with our Editing, Media management and camera systems and equipment to ensure the delivery fault free content for programs and live productions, will work with the wider team to maintain and promote the correct technical production standards processes and advise production staff on the technical information required for their production needs.

There are two key areas of speciality within the videographer role:

(a) Editing or (b) Camera Operations

- Kaimahi (Staff) in association with their Kaiārahi (team leader) work toward developing more multidisciplinary skills. With training and support over time each kaimahi will build the skills required to understand both areas.

### Kaupapa

**Ko Te Ao kia tika, kia mārama, kia rere, kia Māori**

- **Kia tika:** High quality reo and professionalism
  - Using quality Māori, English and professionalism in everything we do
- **Kia mārama:** Easy to understand
  - Breaks down complex matters so that our stakeholders (internal and external) and audience, where appropriate, understand what we are communicating
- **Kia rere:** Accessible
  - News, general content as it happens– anytime, anywhere, on any device
- **Kia Māori:** Uniquely Māori
  - Elevates matters to Māori, promotes Māori voices and delivered in a Māori way

**Me mōhio te kaitono ki ngā āhuatanga e whai ake nei**

- te reo me ōna tikanga
- te mahitahi
- ngākaunui ki te poipoi tangata
- me mārama, me mōhio ki te whai kaupapa kawē i te rongo
- me ū ki ngā tikanga haumarū, hauora
- me pukumahi, me manatu ki te mahi takitahi

**Kia ū, kia mau ki ēnei āhuatanga**

### Key accountabilities

- Studio Operation
- Specialist Editing and Camera Operations
- Team Leadership of a multidisciplinary team

- Professional and Language Development
- Health and Safety
- Contribution to Māori Television

#### Key responsibilities and expected outcomes

Key accountability	Key responsibilities	Expected outcomes
<b>Videography - Editor</b>	<ul style="list-style-type: none"> <li>• Perform editing tasks to client satisfaction &amp; correct technical standards</li> <li>• Manage folder structure &amp; label media clearly</li> <li>• Work closely with other videographers to manage workload to meet deadlines</li> <li>• Alert producer, Videographer Team Leader &amp; Engineering to any technical problems, troubleshoot and adjust job priority to accommodate change</li> <li>• Liaise with Audio-post, Library, Media Central &amp; Graphics to co-ordinate all story elements if required</li> <li>• Liaise with Engineering &amp; Media Central regarding ingesting field footage and linefeeds</li> <li>• Enhance editing processes where possible, attend forums/courses and pass on suggestions for improvement</li> <li>• Liaise with Presentation and Media Central regarding any on-air issues (corrections, late delivery)</li> <li>• Work rostered flexible hours as required</li> <li>• Train / mentor junior editors / camera as required</li> <li>• Attend and contribute (via Skype or conference call) team meetings</li> <li>• Contribute to creating and updating SOPs as required.</li> <li>• Be prepared to travel into the regions or to OB events and edit in the field / send files back to base as required</li> </ul>	<ul style="list-style-type: none"> <li>• Client feedback; deadlines met, quality standards met</li> <li>• Equipment running reliably. Work areas clear, paperwork up-to-date, files and sequences easily located</li> <li>• Technical problems diagnosed, fixed or logged for maintenance</li> <li>• SOP's for Wellington operation up to date and in line with all MTS SOP's</li> <li>• Field Editing assignments completed to a high standard</li> <li>• Media Management up to date</li> <li>• Attends meetings on time and contributes to the hui</li> <li>• Equipment use and file exchange processes streamlined and understood</li> </ul>

<b>Videography</b>	<ul style="list-style-type: none"> <li>• Rig and operate camera equipment in studio and field situations to achieve visual production standards that meet the needs of the production.</li> <li>• Maintain all equipment and report any faults to the team leader as soon as possible</li> <li>• Responsible for creating edited sequences that flow, have logical structure and meet client expectations</li> <li>• Provide training and coaching to other team members to help them to improve their competence as an editor or as a camera operator</li> <li>• Keep up with changes in technology</li> </ul>	<ul style="list-style-type: none"> <li>• Images and edited sequences meet the needs of the production</li> <li>• Equipment is well maintained and accounted for</li> <li>• Multidiscipline kaimahi who are fully competent videographers (Shoot, edit and publish content)</li> </ul>
<b>Multidisciplinary team</b>	<ul style="list-style-type: none"> <li>• Support all kaimahi to work towards becoming fully competent in both presentation director and media central operator tasks.</li> <li>• Provide training, coaching and feedback to enable kaimahi to increase their competence in both specialties</li> </ul>	<ul style="list-style-type: none"> <li>• All kaimahi are fully competent in both camera and editing tasks within 12 months of beginning in the role</li> </ul>
<b>Team Leadership (T/Ls)</b>	<ul style="list-style-type: none"> <li>• Role model Māori Television's values and ensure the team have a clear understanding of Māori Television's vision, values and outcomes</li> <li>• Ensure the team understand how their individual roles contribute to Māori Television outcomes</li> <li>• Recommend rewards for behaviour that demonstrates the values and take action when values not displayed</li> <li>• Contribute to the creation of a workplace culture that enables staff to innovate and deliver outstanding performance and value to our partners and audiences</li> <li>• Effectively manage workloads and workflows to ensure business continuity, workloads are equitable and the team</li> </ul>	<ul style="list-style-type: none"> <li>• The team live the Māori Television's values and meets or exceeds their objectives</li> <li>• Workloads, workflows and performance is effectively managed and prioritised</li> <li>• The team develop as a result of on-the-job learning, mentoring, coaching, training and any other development initiatives</li> <li>• Leadership, collaboration and co-operation demonstrated at all levels of the team</li> <li>• The team is highly engaged as measured by the staff engagement survey</li> <li>• Any performance issues actioned appropriately, in consultation with the team and in a timely manner</li> <li>• The team celebrates its successes and recognises the successes of others across the</li> </ul>

	<p>meet objectives</p> <ul style="list-style-type: none"> <li>Facilitate synergies across all teams and all functions across Māori Television supporting knowledge sharing and cross team learning</li> <li>Ensure the continual development of capability and skills of the team so there is always an available talent pool of candidates</li> <li>Ensure all team members are proactively developing their te reo</li> </ul>	<p>organisation</p> <ul style="list-style-type: none"> <li>Key talent and Successors for business critical roles in the team are clearly identified</li> <li>Team reo targets are met</li> </ul>
<b>Professional and Language Development</b>	<ul style="list-style-type: none"> <li>Identify, in conjunction with your Manager, areas for both technical/craft and language related development</li> <li>Demonstrate active participation in development activities agreed with your Manager</li> <li>You actively seek out and take on board feedback</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance is regularly reviewed with your Manager.</li> <li>You understand how your role contributes to Māori Television's strategic goals</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Take all steps to ensure own and others safety at work; ensuring that you do not put yourself or others at risk of harm</li> <li>Ensure all hazards, incidents, near misses and injuries are reported in a timely manner.</li> <li>Promote a safe and healthy workplace</li> <li></li> </ul>	<p>Health and safety requirements upheld</p>

### Person Specification

#### Qualification/s

- Preferred: A tertiary qualification in Broadcasting or a related field such as communications or indigenous affairs

#### Experience

- Preferred: 3+ years previous experience as an editor or similar role
- Essential: Experience in studio operations as an editor or similar role
- Essential: Experience in broadcasting, television or film production or a related field

#### Te Reo Māori Fluency

- Preferred : Fluent in te reo Māori

- Essential : Exposure to Te Ao Māori and acknowledgement and that the learning of te reo Māori is a requirement of this role

**Other role requirements**

- Flexibility to work rosters/evenings/weekends
- Full, clean NZ Drivers Licence
- Ministry of Justice check
- Right to work in New Zealand

**Skills and attributes relevant to this role**

- **Time management:** Ability to meet scheduled deadlines, make split-second decisions on content, ensure ethical standards are always met, and juggle time training team
- **Communication and interpersonal talents:** Ability to work well with others. Excellent written and verbal communication skills in both Te Reo and English
- **Critical-thinking and problem-solving capabilities:** Ability to handle pressure calmly, such as responding to breaking news