



Position Description

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| Job Title: | Blitz Producer |
| Department: | Student Services |
| Section: | Clubs & Volunteering |
| Reports to: | Media Coordinator UNSW Campus Kensington, or home-based/remote, as directed. |
| Location: | August 2024 |
| Date Revised: | HEW Level 2 |
| Classification | |

POSITION SUMMARY

The Blitz producer will collaborate with the Blitz editor to create a diverse range of video, radio, and online written content throughout the year. This content will be tailored to students' interests, providing both entertainment and a contribution to campus life. Together, the Editor and Producer are responsible for building the Blitz community and managing a team of contributors. The producer's primary responsibility is to consistently create high-quality video and social media content.

Blitz aims to engage and connect UNSW students through entertaining and relevant content that reflects student life. By doing so, Blitz enhances the UNSW community, fostering a vibrant and enjoyable atmosphere for both content creators and consumers.

This role offers valuable experience in project and volunteer management for a dedicated student eager to learn. Additionally, it provides an opportunity to enhance content creation skills and explore creativity and innovation.

KEY TASKS & ACCOUNTABILITIES

- Program Operations

- Create and assist volunteers in producing original content or supplementary materials that enhance Blitz's written and social media content.
- Collaborate with supervisor, internal departments and other Arc programs cohesively.
- Assist in the development of project plans, timelines, budgets, volunteer rosters, runsheets, and logistics for small scale events and executing them within set parameters.
- Maintain up-to-date content across our online platforms (including website, and social media) providing opportunities for students to engage with their communities and in a digital space.
- Volunteer Coordination
 - Assist in the recruitment and training of volunteers
 - Help to build a passionate community of volunteers and facilitate social, interpersonal and professional development opportunities for them.
 - Maintain clear and consistent communication as the point of contact for volunteers to direct and guide them through necessary tasks and events.
- Logistics & Admin
 - Track volunteer data and facilitate sufficient volunteering opportunities for AHEGS accreditation.
 - Track metrics and meet targets around student engagement and participation in relation to program goals & KPTs.
 - Complete risk assessments, safety briefings, and other ad hoc administration tasks.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

- A UNSW student in 2025.
- Demonstrated project planning and administration skills, including experience in planning, overseeing and finalising the completion of projects to deadlines;
- Proficiency with sound recording and editing equipment: Zoom and Tascam recorders, sound desks, microphones, etc; and various editing software;
- Well-developed oral and written communication skills;
- An understanding of student's needs, and an ability to balance student needs, while creating an enriching but productive team dynamic
- Ability to oversee multiple projects to successful completion during the same time period;

DESIRABLE

- Leadership experience.
- Experience building teams and community, whether professionally, socially or on a volunteer basis.
- Experience or demonstrated skills in social media marketing, or extensive knowledge of social media platforms and their student communities.
- Experience in organising events and/or projects
- Experience in engaging student participants and volunteers online and in person.

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Manager

Media Coordinator

Reporting to this Position:

Nil

KEY RELATIONSHIPS

Internal

- Student Volunteers
- Clubs and volunteering teams
- Communication and Marketing team at Arc
- Other Arc Staff as appropriate

External

- UNSW staff
- UNSW students
- Sydney Writers Festival
- Sydney Film Festival
- Universal Music Group Australia

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.