

Position Description

Digital Content Creator

Yoorrook Justice Commission

The Yoorrook Justice Commission (Yoorrook) is the first formal truth-telling process into historical and ongoing injustices experienced by First Peoples in Victoria since colonisation. Guided by its values and principles, Yoorrook will:

- Establish an official record of the impact of colonisation on First Peoples in Victoria.
- Develop a shared understanding among all Victorians of the impact of colonisation, as well as the diversity, strength and resilience of First Peoples' cultures.
- Make recommendations for healing, system reform and practical changes to laws, policy and education, as well as to matters to be included in future treaties.

Yoorrook is independent of government and the First Peoples' Assembly of Victoria. It has been established as an independent Royal Commission under the *Inquiries Act 2014*. See [here](#) the Letters Patent that set out Yoorrook's mandate.

Yoorrook is unique among Royal Commissions because, while it is for the benefit of all Victorians, First Peoples drove its design and remain at its centre.

Strategic Goals and Values

Yoorrook seeks to achieve **truth, understanding and transformation**. Yoorrook's values guide the way it works.



Position Summary

Reporting to the Communications Manager and working collaboratively across Yoorrook, this position is responsible for promoting truth telling by First People and educating the wider Victorian public through the creation of impactful creative content.

You will lead end-to-end video, audio, and photography production across owned and earned channels – everything from editing quick turnaround video clips after a public hearing through to bigger creative opportunities to help First Peoples tell their truth to a broad audience.

You will have extensive experience creating content and a passion for using your creative skills to make a lasting impact.

You will be hands on and execute every step in the production process; from working collaboratively with Yoorrook colleagues and First Peoples telling their truth to design the content, to pre-production, filming, editing, and post-production.

Yoorrook's Letters Patent requires it to prioritise the employment of First Peoples. First Peoples are strongly encouraged to apply for all roles at Yoorrook.

Yoorrook Justice Commission, will run until June 2025 after being granted a 12-month extension by the Victorian government on 04 April 2023. The final six months of Yoorrook's operations will aim to ensure that the stories and truths shared by First Peoples are not only recorded but understood by all Victorians.

Classification	VPS 4
Term	Fixed term until 28 June 2024 (with a possibility of extension)
Salary Range	\$91,418 - \$103,725 plus 10.5% employer superannuation contribution
Reports to	Holly Crocket - Manager, Communications
Hours of work	Full time: genuine flexibility – whatever that may look like for you
Location	54 Wellington St, Collingwood VIC 3066

Key Accountabilities

1. Provide end-to-end video content creation to assist First Peoples' truth telling, including production development, shooting, editing, captioning and outputting videos in formats fit for social media and web.
2. Edit existing footage into compelling videos that appeal to a broad audience and drive engagement with Yoorrook's work.
3. Work with First Peoples telling their truth and colleagues to ensure all content is culturally aware, upholds the highest editorial standards and adheres to Indigenous Data Sovereignty principles including through managing the content consent process.
4. Manage content distribution, logging, archiving footage, and other tasks related to production.

5. Provide audio, video, and photography support to Yoorrook including filming, photographing and/or audio recording hearings and witness testimony as needed.
6. Produce graphic design content in alignment with Yoorrook brand, particularly for digital assets as and when required.
7. Proactively identify opportunities to collaborate with teams across Yoorrook to create multimedia content that engages a broad audience on the truth about injustice affecting First Peoples.
8. Manage and prioritize multiple projects at once with careful attention to detail.
9. Actively contribute to a positive, collaborative, innovative and culturally safe workplace culture that supports strong connections across the organisation and lives up to Yoorrook's values and mandate.
10. Other related tasks and duties as determined by the CEO, Director or Manager that are consistent with a position of this grade and skills requirement.

Key selection criteria

1. Demonstrated experience devising and executing strong, effective video content that drove attention across digital platforms (as evidenced in your portfolio).
2. Excellent editing skills required.
3. Proven experience using Adobe Creative Suite, in particular: Premiere Pro, Photoshop and Lightroom. Experience with Illustrator, After Effects and XD desirable.
4. Proficient graphic design skills.
5. Ability to multi-task multiple stories while also producing long-term projects, work under pressure, and thrive in a deadline-driven environment is required.
6. Discretion, sound editorial judgment and the ability to function in a confidential capacity is required.

Desired requirements

1. Experience working with Aboriginal communities and organisations, and/or understanding and awareness of Aboriginal self-determination and cultural safety.
2. Demonstrated photography, motion graphics and/or animation skills are an asset.

Additional information

Yoorrook Commitment

Diversity and Equal Employment Opportunity

Diversity and inclusion drives our success. We welcome applicants from a diverse range of backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people who identify as LGBTIQ+ and people with disability.

It is important to us that candidates with disability can participate equitably in the recruitment process. If you need assistance or adjustments to fully participate in the application or interview process or if you have any enquiries about diversity and inclusion at Yoorrook, please contact our Human Resources Manager on 0412 597 791.

Supporting our employees balance their work and life commitments.

Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process. The nature and scope of flexible options available will depend on the position.

Workplace health and safety responsibilities

In the context of workplace safety policies, procedures, training and instruction, employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of others in the workplace.

Pre-employment screening and other requirements

- Pre-employment screening may apply to all appointments
- Preferred applicants may be asked to provide evidence of their qualifications
- All preferred applicants will be required to produce sufficient proof of their identity prior to commencing employment with the department
- Employment of successful candidates may be subject to a National Police Check
- You will be required to comply with relevant COVID-19 vaccination policies.

To receive this publication in an accessible format, please contact our Human Resources Manager on 0412 597 791 using the National Relay Service 13 36 77 if required (for more information visit www.relayservice.gov.au).