

## Position description

# Multiple roles - video production crew members

<b>Position Type</b>	Casual/ contract
<b>Department</b>	Operations and STEM Engagement
<b>Reports To</b>	Project Leader
<b>Direct Reports</b>	NA
<b>Key Relationships</b>	Project team Set and production crew Video presenters
<b>Hours &amp; Place of Work</b>	This is a casual/ contractor position. You will be contracted on a per- piece basis.

### Summary

Nanogirl Labs brings together scientists, educators, communicators and storytellers to work on creating impactful educational resources. We are working as part of an international team to develop a programme of science education resources for teachers in Pacific Island schools across The Cook Islands, Samoa, Solomon Islands and Vanuatu.

We are seeking multiple roles in video production, to help us create video content for our e-learning program. These roles are casual, part-time, and Auckland-based.

The videos will be shot in several small batches throughout 2021. Between shoots, you may be asked to help plan for the next batch.

The roles we are looking to recruit are listed below.

### Roles

#### Director

We are looking for a Director, who will oversee the preparation, shooting, creative and technical aspects of creating a suite of short instructional videos for teachers. These videos may involve demonstrating a science experiment, explaining a concept, or showing the step-by-step process of carrying out a task.

You will work closely with our scriptwriter and video presenters to tell an engaging story and bring the scripts to life. You will be capable of giving constructive feedback to the presenters while filming.



You will work with the Project Lead and our on-set crew to ensure that the production of the videos matches our vision, and that the shoots run smoothly. After the videos are shot, you'll work with our editor to ensure that the final product is fun, engaging, and professional.

### **Editor**

We are looking for a video editor who is capable of producing multiple short, instructional videos. You will have your own editing software.

You will work with our production crew, project manager and graphic designer to produce a professional, visually appealing video.

### **Videographer**

We are seeking a videographer with experience creating short videos to record multiple short videos. Your role will include setting up the lighting, ensuring great sound quality, and using our equipment to capture video footage.

### **Studio technician/ crew**

We are seeking a crew member who can help to set up the studio, and be present while the videos are filmed to assist the Director, maintain the studio equipment, and ensure the smooth running of the session. Your role could include running the autocue, maintaining and using the audio equipment, rigging our studio equipment, and packing down the studio at the end of the filming sessions.

To apply for any of these roles, please send a CV and cover letter which specifies which job you are applying for, to [info@nanogirllabs.com](mailto:info@nanogirllabs.com) by May 15th 2021.