Media Production Assistant

Ideas Lab

National Institute for Digital Learning

Two Year Fixed Term Contract

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland’s University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU’s consistent position in the rankings of the world’s top young universities.

The Institute

The National Institute for Digital Learning (NIDL) aims to be a world leader at the forefront of designing, implementing and researching new blended, on-line and digital (BOLD) models of education. We have a mission of transforming lives and societies by exploring BOLD new models of education for a better and more sustainable future for all. The NIDL is committed to providing strategic leadership, building strong communities of innovation, and enabling and contributing to world-class research. We support a comprehensive suite of professional development opportunities in BOLD education from workshops to advanced postgraduate and doctoral study. The NIDL consists of three units: the Teaching Enhancement Unit, the Ideas Lab and the Open Education Unit.
Role Profile

The Media Production Assistant will work primarily in DCU’s to deliver DCU’s strategic ambitions in digital teaching and learning. These projects include the Fáilte ar Líne /Welcome on Line, Skillnet Digi-Culture, Microcredential and online learning projects which are focused on researching and developing global digital learning solutions. Building upon existing pioneering research in digital learning, and working with a dynamic team of colleagues, this post offers an exciting opportunity for the successful candidate to make a significant contribution to the enhancement of development in this space. Under the direction of the Head of the Ideas Lab and Senior Project Manager, you will work closely with a team of project staff including academics, learning technologists, researchers, external consultants and other partners to deliver the Ideas Lab media and digital learning objectives. The contract will be for a period of up to two years commencing on appointment.

Duties and Responsibilities:

- Partner with learning designers and academics to produce multimedia content adhering to high pedagogical standards
- Produce, shoot, and edit in a variety of e-learning multimedia packages
- Create storyboards and develop requirements for media projects
- Administer and configure all technical details in video recording and editing
- Be responsible for logging, processing and assembling raw footage
- Interleave footage, stock imagery, and motion graphics to create rich video content
- Archive and document recordings using Google Filestream and other software
- Coordinate and liaise with internal and external stakeholders.
- Administer project files.
- Assist the work of the project team
- Other related-duties as determined by the Head of the Ideas Lab and/or Senior Project manager.

Qualifications, Experience and Skills required:

The candidate will hold a primary degree, with at least two years of experience producing learning and media objects in a higher education environment and for a MOOC and Microcredential platform. The candidate will have a postgraduate qualification in computing. The ideal candidate will possess knowledge and experience of MOOC and micro credential development and demonstrate deep knowledge of video
and audio production and editing. The successful candidate will exhibit a high degree of communication skills in English with a conversational level of Irish.

**The successful candidate will:**

- Be an accomplished and creative video editor, graphic designer, or digital media producer with 2 years of experience with at least a year of which in a higher education environment.
- Extremely proficient in Adobe Premiere Pro and Photoshop working with UNICAM.
- Adept in post-processing techniques including green screen keying and audio manipulation
- Deep knowledge of video formats and streaming codecs (H.264) for audio/video mixing, encoding, and conversion
- Technical aptitude in using, configuring, and troubleshooting video and audio equipment
- Possess excellent in social skills and the ability to establish effective working relationships with a range of staff.
- Experience working with academic and third-party stakeholders in a higher education environment.
- Have the ability to work as an integral part of a team.
- Establish clear priorities and be able to manage their own workload.
- Demonstrate excellent communication skills in English and conversational Irish.
- Be willing to travel between campuses, from home and work out of hours as necessary.

**Mandatory Training:**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.