

POSITION DESCRIPTION
DIGITISATION SUPPORT OFFICER
FIRST NATIONS MEDIA DIGITISATION FACILITY
ALICE SPRINGS NT

This is an Indigenous identified position.

Reporting to: Archive Facility and Projects Manager

JOB SUMMARY

The Digitisation Support Officer will work within the First Nations Media Australia team at the First Nations Media Digitisation facility in Alice Springs, including projects aimed at building archiving capacity, tools and skills within First Nations media and community organisations.

ABOUT FIRST NATIONS MEDIA AUSTRALIA

First Nations Media Australia (FNMA) is the peak body for First Nations media and communications. Founded in 2001 as the peak body for remote Indigenous media and communications, it transitioned in 2016 to become the national peak body for First Nations not-for-profit broadcasting, media and communications.

Its members are media organisations, individual producers, freelance filmmakers, journalists and allies. We support the First Nations media sector through advocacy, industry promotion, collaborative projects and capacity building through providing forums, networks and resources for our members and the broader industry. This also extends to digital inclusion and support for telecommunications access.

Up to 105 Remote Indigenous Broadcasting Services (RIBS), 33 additional licensed retransmission sites across Australia, 8 Remote Indigenous Media Organisations (RIMOs) and 28 urban and regional First Nations radio services are eligible for representation by First Nations Media Australia.

PROJECT OVERVIEW

FNMA has provided leadership and support in archiving of community managed First Nations media and cultural collections since 2013. This includes developing the [First Nations Media Archiving Strategy](#) with key stakeholders, delivering training workshops and webinars, developing [training resources](#) and an online [Toolkit](#), development of a Vocational Training Package for community archive workers, undertaking a review of online platforms and trial of the Mukurtu platform, with the establishment of the [First Nations Media Archiving hub](#) in 2020.

Building on this work, FNMA has a number of exciting archiving projects to help build archiving capacity, skills and jobs within First Nations media and community organisations and ensure significant analogue media collections are digitised and, where appropriate, available for community access.

These projects include:

1. Establishment and operation of the First Nations Media Digitisation Facility in Alice Springs;

2. Archiving resources (Toolkit, Cataloguing Tool, Manual);
3. Expansion of the First Nations Media Archive Hub (Access Platform);
4. Accredited and informal training at the facility and other sites/events;

The First Nations Media Digitisation Facility is primarily concerned with the digitisation and preservation of at-risk media from the 1970s to 1990s. The successful applicant will receive training in the digitisation process using a range of equipment, including video and audio tape decks, media software and digital storage solutions.

JOB DUTIES

Working with the Archive Facility and Projects Manager, the Digitisation Support Officer will:

- Undertake and support the digitisation of material;
- Assist with facility bookings, training and support;
- Assist with the cataloguing of collections and uploading to access platforms;
- Assist casual support staff and volunteers;
- Assist with the production of training materials;
- Undertake occasional travel to provide training and support to First Nations Media organisations;
- Undertake specialised training as required.

SKILLS AND EXPERIENCE

1. Demonstrated computer skills, with a willingness to learn new software, including media production software;
2. Good written and verbal communication skills and ability to work effectively and cooperatively in a team.
3. Knowledge of cultural protocols and sensitivities relating to community managed media or archives;
4. Experience working with Aboriginal or Torres Strait Islander communities, organisations or individuals;
5. 4WD and remote travel experience or a willingness to undertake 4WD training;
6. Some experience in archive management, digitisation, cataloguing, or community access platforms would be an advantage;

TERMS AND CONDITIONS

- Full-Time (38 Hrs/week). Part-Time may be considered if requested.
- 12 month contract with an additional year depending on funding and performance.
- \$72,000 (pro rata) + superannuation + salary sacrifice options.
- 5 weeks annual leave

Whilst we do not require applicants to address specific selection criteria, we ask applicants to ensure that their resume and supporting cover letter contain information that addresses the key requirements of the role.

It is a requirement that prior to commencing in this role, you possess (or have applied for) a NT Working with Children (Ochre) Card, a National Criminal History Check (within 3 months) and a current Northern Territory manual driver's licence. If you do not hold a Northern Territory licence or a manual endorsement, then a commitment to obtain one.