

Media Production Manager

Meld Community is a Melbourne-based not-for-profit community organisation dedicated to facilitating the development of a healthy international student community in Victoria, and helping students find a respectful place in the wider context of Australian life and society. We have a unique model of aligning the efforts of its student volunteers with their studies and providing opportunities for learning, industry exposure and relevant work experience.

It is the publisher of Meld Magazine, Melbourne's go-to website for international students, as well as the organiser behind events such as the annual Melbourne International Student Conference and campaigns such as Sextember and Mental Health Week. The organisation was originally established in 2008 as Meld Magazine in response to a need in the community, to give international students a voice and reflect the full picture of the international student experience. Access to all content on Meld's website is free, relevant and relates to international students across diverse social and economic backgrounds.

Meld Magazine is looking for a motivated Media Production Manager to manage a small team of creators while overseeing all media content for our website and social media. This is a great opportunity to gain relevant newsroom experience, team management skills and grow exponentially while giving back to Melbourne's thriving international student community.

Responsibilities:

- Manage creation of engaging visual content that is in line with Meld's branding and voice.
- Taking initiative by researching and generating content ideas for Meld.
- Provide ongoing support to the team and foster a collaborative working environment.
- Ensure the success of any projects with planning and foresight.
- Coordinate and collaborate with other teams (Graphics, Social Media & Editorial).
- Ensure the completion and delivery of visual content deliverables when collaborating with other organisations.
- Support recruitment of team members when necessary.

Requirements:

- Ideally in the second or third year of a relevant degree (Digital Marketing, Photography, Videography, etc.).
- Experience in team management and overseeing visual content production (not essential but highly favourable).
- Passionate about the international student sector.
- Excellent written and verbal communication skills.
- Basic understanding in other realms of online content creation.
- A keen eye for detail and sense of what works well in respective mediums.
- Diligence in managing a team while working remotely.
- Strong time management skills: ability to implement efficient production workflows, ensure delivery of multiple projects on schedule, occasionally work within short time constraints.
- Proficiency in Adobe Premiere Pro and familiar with offline editing workflows.

Benefits:

- Have the support and training to grow a range of skill sets.
- Change your mindset, giving you the confidence to take on tasks and challenges you didn't think you could before.
- Obtain skills in facilitation and management that will carry forward in your career.
- Build your personal network and be exposed to new opportunities.
- Have your opinions challenged, and your perspective broadened.

Time commitment: 2 days a week | This is an unpaid voluntary position

Apply here: <https://forms.gle/XXcGTjrWcYP76FaJA>

