DIGITAL RESOURCES & PROJECT COORDINATOR

Position Description

**About ICTV**
ICTV is committed to strengthening culture and community through the power of community television. By providing culturally appropriate content (including at least 50% Indigenous language content) we are helping to reduce isolation, inform, and empower Indigenous people in remote communities.

We are deeply connected to the communities we serve. With 70% Indigenous staff, very few others in the Indigenous media space have our depth of knowledge and experience in remote communities.

**Digital Resources & Project Coordinator (Indigenous prioritised)**
Internal Award Level 3 Band A FTE $80,613 - $92,595 per annum, plus superannuation
Part-time (.6), Mparntwe/Alice Springs. Salary will be pro-rated accordingly to 60%.

The Digital Resources & Project Coordinator reports directly to the Station Manager and is responsible for maintaining and developing ICTV resources (including ICTV Play) and implementing projects. This role works across departments providing 'digital' specific support for ICTV, including for ICTV resources.

For 2024-25 and 2025-26 the priority will be delivering the Audience Survey, the public launch of the ICTV Play app and ongoing development and improvements to ICTV's digital resources.

**Duties**

**Audience Survey**
The Audience Survey is scheduled to be rolled out in late 2025. Duties around the Audience Survey include:

- Sourcing and supporting community interviewers, including coordinating the delivery of questionnaires and collateral.
- Liaising with ICTV staff, management and an external Survey Company to develop the survey questionnaire to gather information as per their requirements.
- Coordinating the collection of surveys in Alice Springs and potentially remote communities.

**Digital Resources**

- Provide support for the Broadcast Management System (BMS) resource and coordinate development, including development requests.
- Work with external developers to provide ongoing maintenance and development of the ICTV Play website and the soon-to-be-released ICTV Play app.
- Publish and curate new video content to ICTV Play.
- Monitor and oversee development and maintenance of other ICTV other resources, including Joomla database, inLanguage, FRAIM website and corporate website.
- Develop project proposals and submit grant applications for digital resources.

- Develop in-house reports and reporting systems.
- Work with ICTV's playout provider to improve the ICTV service on VAST.
- Liaise with external technical providers regarding ICTV retransmission sites.
- Create and update instructional documentation detailing correct usage of digital resources.

**Other**

- Utilise all ICTV systems as required.
- Undertake training in skills specific to this project such as video editing, camera operation and OB truck operation.
- Comply with WH&S requirements and organisational policy.
- Deliver agreed KPIs.
- Attend staff meetings and other meetings as requested.
- Other duties as requested by ICTV General Manager.

**Skills & Experience**

**Essential**

- Strong organisational skills to manage project schedules, resources, and technical workflows.
- Excellent written and verbal communication skills to liaise with technical staff, management, and external vendors.
- Quick and effective problem-solving skills to minimise disruptions to weekly processes.
- Detailed attention to monitoring technical operations for accuracy, reliability, and adherence to quality standards.
- Adaptability to evolving technologies and industry trends for innovative solutions to improve quality and efficiency.

**Desirable**

- Experience with website management.
- Experience with seeing projects through to fruition.
- Experience with Photoshop or equivalent image-editing software.

**Apply Now**

To apply, please send your CV and a one-page statement outlining your suitability for the role with reference to the duties and role requirements to:

Tamara Whyte
Interim General Manager ICTV
Email: manager@ictv.com.au
Phone: 08 8952 3118

Early applications are encouraged, and suitable candidates will be shortlisted for interviews as applications are received. The successful applicant will be required to obtain an NT Ochre Card and National Police Check.

Please note, *Indigenous prioritised* means that if we receive applications from an Indigenous applicant and a non-Indigenous applicant with equivalent skills, the Indigenous applicant will be offered the job first. This is an affirmative measure within the meaning of *special measures* under subsection 8(1) of the *Racial Discrimination Act 1975*, which can be applied to any job, with any classification, in any business area, to increase employment of Indigenous Australians. It is not restricted to roles requiring understanding of issues affecting Indigenous Australians.

**What if I don't qualify?**
Please get in touch! We would love to hear from anyone interested in helping to strengthen Indigenous culture and community through the power of community television. We are always on the lookout for skilled creatives, media professionals and cadets seeking employment on a full-time, part-time or contract basis.