

## PRODUCTION COORDINATOR AFL STUDIOS

### YOKAYI FOOTY

VicScreen is supporting AFL Studios to offer a Production Coordinator placement on *Yokayi Footy* based in Melbourne. This role is open to First Peoples who are based in Victoria only. The successful applicant will spend 30-weeks employed by AFL Studios in this newly created position, coordinating logistics across a team of producers, editors, crew members and other internal departments. The day to day is varied with forward planning and organising shoots, booking talent, overseeing the weekly schedule, and communicating to all being a critical part of the role.

### About AFL Studios

AFL Studios is the entertainment division of the AFL, charged with harnessing the AFL's extensive IP and production facilities to create original programming for AFL owned and partner channels. It is an extension of the current Production Unit of AFL Digital that generates content, which is distributed on AFL and corporate partner channels for broadcast and streaming partners.

### Day to day you'll:

- Act as Production Coordinator for *Yokayi Footy*
- Plan and coordinate the schedule and execution of weekly shows and promotions
- Work with the AFL Production Manager to monitor and track the daily budgetary oversight for the show including resources, and all logistical operations
- Maintain production/AV/Tech crew rosters, and book crew for each record
- Ensure proper daily communications between the staff, crew and production management
- Maintain schedules for pre-production, production, and post-production ensuring proper resources and all contingencies are planned for
- Coordinate with NITV production on delivery of post produced segments
- Prepare scripts for records and promotions
- Produce and issue weekly call sheets
- Work closely with the Executive Producer to book and coordinate special guests for each episode
- Book catering
- Work with the Producer to ensure smooth running of the record day
- Be proactive and resourceful in seeking solutions to production hiccups.

## Before applying

- Read the Terms of Trade which set out the core terms on which VicScreen conducts its business. Terms underlined in green appear in the Website Glossary.
- Read VicScreen's Gender & Diversity Statement. VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian Screen industry.
- Check eligibility and review the online application form.
- Refer to the AFL Safeguarding Children and Young People Policy and AFL Values.
- Contact the Industry & Skills Development Coordinator.

## Placement duration

The successful applicant must be able to undertake the placement full-time for a period of 30 weeks in Melbourne during 2023.

## Important dates

- Deadline for applications is **11 pm, Sunday 19 March 2023**.
- Shortlisted applicants interviewed during the week commencing **27 March 2023**.
- Successful applicant notified during the week commencing **3 April 2023**. Commencement of placement as soon as possible thereafter.

## Available funding

- The salary for this position is \$60,750 plus super (\$2,025 per week plus super for 30 weeks).
- The applicant is responsible for meeting any additional costs they may incur.

## Key Selection Criteria

### Required skills and experience:

- Excellent time management skills
- Ability to multitask
- Strong communication skills
- Strong knowledge and understanding of working with Microsoft Office software
- Prior experience in the television/film industry.

### Desired experience:

- Proven work experience as a Production Coordinator or similar role.

## Eligibility

This Placement is open to First Peoples of Australia living in [Victoria](#) who meet the Key Selection Criteria.

## Assessment process

- Applications will be assessed on the applicant's:
  - Level of experience and commitment to pursuing a career in the screen industry.
  - Demonstration of the required skills and experience, as detailed above.
  - Objectives for undertaking the placement, including how it will assist their career development and what specific skills they hope to gain from the experience.
  - Previous funding to undertake a placement or equivalent program will be taken into consideration.
- VicScreen will assess applications for eligibility and provide AFL Studios with application materials from eligible candidates for their consideration. AFL Studios will conduct interviews with their preferred candidates and will notify VicScreen of their decision.
- VicScreen will ratify the selection. Application outcomes will be advised by **10 March 2023**.

## Successful applicant

- Will be responsible for making all arrangements to undertake the placement.
- Will be required to enter into an employment agreement with the Australian Football League.