

POSITION DETAILS

Job Title: Lecturer BA Editing

Indirect Reports: N/A

Division: Teaching & Learning

Key Internal Relationships: Director, Teaching & Learning, Discipline Leads, Education Unit, Student Centre, Library, People & Culture

Position Status: Ongoing – Part Time (4 days per week)

Classification: AFTRS Academic 2, Tier 2

Reports to: Discipline Lead BA Editing

Key External Relationships: Industry Guilds and Industry Guests

Direct Reports: N/A

WORKING AT AFTRS

[AFTRS](#) is a Commonwealth statutory authority, established by the [Australian Film, Television and Radio School Act 1973](#). AFTRS is the national screen and broadcast school. Working hand-in-hand with the screen and broadcast industries, AFTRS is a global centre of excellence that delivers the highest level of screen and broadcast education, training and research across Australia.

As a member of the AFTRS team you will play an important role in celebrating and supporting creativity and storytelling, as well as being part of a School Community that is values-led. We are [values-led](#), which means that we strive for **Excellence**; we practice **Courage**; we believe in **Community**; we embrace **Creativity**, and we are **Generous**.

WORKING IN THE POSITION

Primary Purpose

Under the general direction of the Discipline Lead, this role will teach to a high level across courses in areas of expertise in accordance with Approved Curriculum, providing input and expertise to support the Discipline Lead in the development and improvement of curriculum, subject outlines, learning outcomes and assessment tasks.

This role will provide mentoring and academic support to students to support student progression.

Key Accountabilities

This role has accountabilities across several distinct areas detailed below.

Teaching

- Under the direction of the Discipline Lead, teach students in courses in accordance with the Approved Curriculum, AFTRS Student Handbook, BA Production Manual and AFTRS Teaching and Learning Plan to achieve approved learning outcomes.
- Assess students in accordance with the Approved Curriculum and AFTRS Assessment Policy, including input of assessment grades and feedback into the Learning Management System, so they are available to students within the required timeframe.
- Fulfil the number of teaching, tutorial / mentoring and assessment days agreed annually with the school and in accordance with the agreed workload.
- Provide mentoring and academic support to students within your subjects.
- Maintain effective communication aligned with strategic and program operational goals with students throughout the semester.
- Refer student requests for special consideration, issues relating to academic progression, reports of academic misconduct and other student related matters to the Discipline Lead.
- Ensure all relevant administrative work is completed, including timely response to student emails and attendance and participation in relevant course and discipline meetings.

Position Description Lecturer BA Editing (PN415)

- Engage with AFTRS key Education Policies, Procedures and Guidelines.
- Create and maintain culturally and psychologically safe working and learning environments.

Subject & Academic Quality

- Contribute to the design and development of subject outlines, lesson plans, teaching materials and learning assets in accordance with the program framework.
- Ensure all teaching materials (outlines, lesson plans, teaching assets) are prepared, available for review and approval, distributed (online and other) and archived as required.
- Advise the Discipline Lead immediately of any curriculum related issues.
- Ensure clear outcomes for academic progression, including:
 - Assess student assignments and monitor student progress in accordance with the Guidelines for Managing Assessment.
 - Identify students at risk of failing and refer them to relevant support in a timely manner as per Guidelines for Managing Assessment.
 - Communicate relevant information in a timely manner to students, using approved communication templates to ensure clarity around assessments, including contacting students as a result of late assessments, non-submission, deduction of marks and / or extensions.

General

- There may be a requirement to undertake tasks outside the scope of the responsibilities listed to support the organisation. AFTRS will engage in a conversation should these tasks arise.
- Occasional evening and weekend work may be required.
- Developing, scoping, proposing changes to curriculum.

Key Challenges & Risks

- Provide support to all students to allow them to meet learning outcomes so that AFTRS graduates are a skilled and diverse student cohort.
- Ensure all discipline documentation and learning materials meet the appropriate AQF and HESF threshold standards so AFTRS maintains its TEQSA standing as a low-risk, high quality provider.
- Ensure processes and documentation are in place to protect student safety on all AFTRS course-related productions.

WORKING IN THE TEACHING & LEARNING DIVISION

The Teaching & Learning team comprises teaching faculty and professional support staff who work together to deliver the undergraduate (BA) and postgraduate (Graduate Diploma and Masters) course streams. The division is responsible for the design, development, scheduling, delivery and continuous improvement of AFTRS curriculum to ensure that AFTRS is fulfilling its remit to provide industry with the highly skilled graduates it needs to thrive now and into the future.

AFTRS is a fully self-accrediting University College. The Teaching & Learning division bridges its industry best practice curriculum with the highest level of academic quality assurance. Teaching staff are drawn from industry and supported by ongoing professional development and a research program focused on creativity and innovation and, deliver courses that are future focused, industry current and, delivered according to AFTRS unique, practice-based pedagogy.

Externally, the team works to ensure the ongoing strength of AFTRS' reputation for excellence through partnered research projects, conferences, symposia and international film and broadcast school networks.

SELECTION/CAPABILITIES CRITERIA

Essential Criteria

Position Description

Lecturer BA Editing (PN415)

1. **Qualifications:** Ability to meet the requirements of the [Academic Employees Qualifications Policy](#) (page 3).
 - Please seek advice from the [HR Officer](#) if unsure of eligibility under this policy.
2. **Teaching Experience:** Relevant teaching experience in the discipline area.
3. **Industry Experience:** Demonstrated professional experience in the Editing industry, including production experience and relevant broadcast credits, and the ability to draw on current networks across the Australian Screen and Broadcast sector to enrich the program and provide opportunities for students.
4. **Professional Experience:** The position will be teaching into the Rhythm & Juxtaposition subject in addition to some teaching into the production subjects and therefore must also have:
 - a) Experience in narrative, drama and feature editing.
 - b) Experience with After Effects, motion effects and VFX.
 - c) Expert skill in AVID, Adobe Premier Pro, DaVinci and After Effects software.
5. **Time Management Skills:** Ability to work independently, use initiative and prioritise tasks to meet deadlines in a demanding environment.
6. **Communication Skills:** Effective oral and written communication skills, adapting the message for a diverse audience in an inclusive and accessible way.
7. **Collaborative Skills:** Strong interpersonal skills including the ability to work collaboratively in a team.
8. **Safe Work Environments:** Experience in fostering culturally and psychologically safe learning and work environments.

Desirable Criteria

9. Experience of teaching in a tertiary education facility will be well regarded.
10. Experience developing curriculum.
11. Experience creating online learning resources.
12. Experience with or working knowledge of VFX production processes.

EMPLOYMENT CHECKS & OTHER POSITION REQUIREMENTS

Employment Checks Needed:

- Working With Children Check

Other Employment Requirements:

- The occupant of this position must hold the unrestricted and indefinite Right to Work in Australia