

**NOTES**

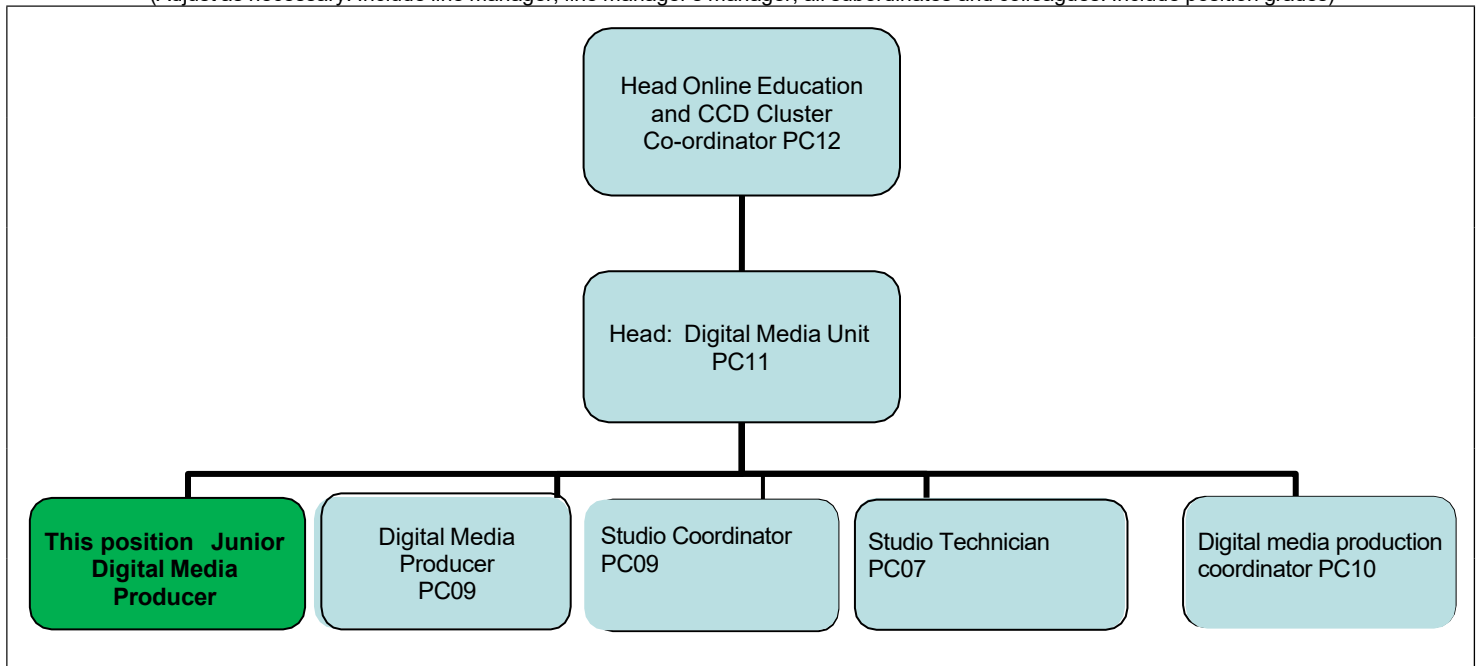
- † Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- † This form serves as a template for the writing of position descriptions.
- † A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Junior Digital Media Producer		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC08	Date last graded (if known)	
Academic faculty / PASS department	Centre for Higher Education Development (CHED)		
Academic department / PASS unit	Centre for Innovation in Learning and Teaching (CILT)		
Division / section	CILT: Digital Media Unit		
Date of compilation	August 2025		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of this position is to support the production of high-quality digital media across video, audio, and design outputs. This role sits at the intersection of creative media production and studio operations, providing assistance with video shoots, podcast recordings, and live productions, while also contributing to editing, design, and media creation using, DaVinci Resolve, Adobe Creative Suite and emerging AI tools.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
1	Support provided for design and production of video and digital media for teaching and learning	40%	<p>All video and motion graphics outputs for teaching and learning to be produced to appropriate quality standards within deadlines.</p> <p>Use of the Blackmagic Design eco-system that includes all software of the system within the studios and for post-productions.</p> <p>Ability to work on DaVinci Resolve, Adobe Creative Cloud, Unreal Engine, Blender and Midjourney and</p> <p>Explore and implement all relevant AI media tools to improve workflow and creative outputs.</p> <p>Interpret and ensure that there is delivery on the video and media briefs according to specifications to all CILT and UCT staff within an agreed schedule.</p> <p>Work on all animated videos and media assets Exploring AI tools for implementing UCT's digital enabled education policies (Language and Inclusivity)</p>	<p>Create all video and digital media for course work, CILT's departments outputs and marketing requirements.</p> <p>Produce a variety of deliverables on varying schedules, including, but not limited to:</p> <ul style="list-style-type: none"> <li>Online and blended courses</li> <li>One Button Studios</li> <li>Events highlight videos</li> <li>Marketing materials</li> <li>Lightboard videos</li> <li>Photos</li> <li>Animation videos for course work</li> <li>Lower thirds</li> <li>Intro and Outro slides</li> <li>Text on screen</li> <li>Motion graphics</li> <li>AI generated media</li> </ul> <p>Editing videos on the OBS system and Resolve, and online tools.</p> <p>Implementing Midjourney and AI tools for video projects</p> <p>Explore 3D elements for animation and video outputs (like VR and AR)</p>

2	Record, edit and export all media for CILT's and Digital Media Unit projects	20%	<p>Advance level of knowledge for all video equipment, editing and animation software at each stage of production to ensure consistency.</p> <p>Set-up all aspects of video production</p> <p>Conduct video recording in CILT studios.</p> <p>Create all animations for DMU video productions Edit video in line with agreed terms</p> <p>Package and publish video as per platform/project requirements</p> <p>Exploring new innovations in video online technology</p>	<p>Produce training videos to support all video production processes in the studios especially in relation to the automated studios.</p> <p>Carefully conceived and well-presented videos and digital media that reflect the standards expressed by UCT's and CILT's mission and vision</p> <p>Quality control of all video aspects of all</p> <p>High quality output of all green screen recordings</p> <p>Use of the teleprompter app to enhance video recording process for academics</p> <p>Managing and communicating all editing processes and deadlines.</p> <p>Meeting all deadlines set out by project manager</p> <p>Introducing new apps processes to enhance video production process.</p> <p>Oversee the quality and consistency of all videos created by the DMU</p> <p>Communicate all video</p>
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3	Studio assistance and equipment maintenance	20%	<p>Assist with all day-to-day aspects of the running of all CILT's automated and manual studios.</p> <p>Operate all equipment in the studio in terms of the lights, cameras and teleprompter using apps and appropriate equipment.</p> <p>First level troubleshooting per standard operating procedure in all areas of the One Button Studio (OBS) system on the back end to ensure a high-quality output for video and audio recordings.</p> <p>Knowledge of video equipment, editing software and animation at each stage of production to ensure consistency.</p> <p>Technical demonstration, support, assistance and edit on various editing platforms specifically on LMS specific to UCT.</p> <p>Assist with maintenance of DMU equipment.</p> <p>Implement AI tools where applicable into studio production process</p>	<p>Set up the studio, manage guests and ensure all equipment in the studio is in running order on a day-to-day basis.</p> <p>Set up all studios for daily shoots, with appropriate lighting, audio, cameras, and green screen or lightboard</p> <p>Ensure the studios are adapted to the needs of the online courses especially around inclusivity.</p> <p>Troubleshoot the problems in the One Button Studio in the back end and hardware</p> <p>Support all UCT staff in recordings about the teleprompter, editing and giving direction</p> <p>Manage the equipment to ensure maintenance and repairs are executed when required.</p> <p>Visual and audio media is produced to appropriate quality standard within deadlines.</p> <p>Quality control of all video aspects for all studios.</p> <p>High quality output of all green screen recordings</p> <p>Control and use the teleprompter app to enhance video recording process for academics</p> <p>Managing and communicating all editing processes and deadlines.</p> <p>Ensure the use of captions and transcripts for all video recording outputs.</p> <p>Implement and use AI tools for in-studio production processes</p>
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4	<p>Liaise with the video production team, learning designers, content owners and advisors. Keep track of project information and data</p>	10%	<p>Schedule own time and progress on project tracking platforms.</p> <p>Brief head of DMU, CILT staff and UCT stakeholders learning designers and video producers with design concepts and deadlines.</p> <p>Report to the Head of Digital Media Production and Operations on scheduled media outputs.</p> <p>Keep team lead and invested parties informed on progress.</p> <p>Contribute to and document production process.</p>	<p>Work with learning designers, video producers and digital design team on agreed workflows and follow processes for all ongoing video and digital production work.</p> <p>Working with paper edits and on video editing workflow platforms</p> <p>Work in the teams to ensure the production process is smooth and meets the needs of all stakeholders</p> <p>Head of Digital Media Unit ensure deadlines are met or reported on if there is a backlog</p> <p>Provide timeframes for each output before commencing with the work</p>
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			<p>Work collaboratively with learning designers and video producers to produce animation, video and design files for videos.</p> <p>Produce digital media (in collaboration with UCT and other CILT staff if required) according to sound pedagogical and production principles including the use of appropriate tools.</p>	<p>Review and sign-off processes adhere to the DMU tracking system.</p> <p>Track time for outputs on appropriate app.</p>
4	Webinar training and capacity building support	5%	<p>Assist the rest of the team in the training, running and use automated studios apps and equipment.</p> <p>Assist with training and running workshops on recommended CILT apps, tools to build capacity for teaching and learning.</p> <p>Work with video producers to find new tools and apps to create workshops for UCT community to enhance teaching and learning.</p>	<p>Teaching students and staff how to use upload transcripts to the teleprompter app and use the app while recording videos in the studios.</p> <p>Teaching UCT community how to edit videos recorded in the OBS using the recommended tools.</p> <p>Teaching UCT community how to use sketch noting and basic animation apps to enhance their teaching and learning.</p>
5	Media management and data storage	5%	<p>Create a central repository, upload (Ingest) and capture (transcode) media.</p> <p>Organise and sort media as per workflow.</p> <p>Conduct regular scheduled backups of all project media and documentation.</p> <p>Responsible for creating seamless sourcing of media outputs that is archived and is catalogues in documents and on drives or in the cloud.</p> <p>Create a naming and labelling system for digital media to be easily found.</p>	<p>Well-organised and easy to access media files Backups conducted on time.</p> <p>Managing all archiving according to DMU online systems.</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	An NQF5 level qualification plus relevant industry certification.			
Minimum experience (type and years)	Minimum three years' work experience in creating video and digital media across various software platforms (i.e. creating graphics, video production for film and social media and other formats)			
Skills	<p>Ability to create different types of high quality, creative and insightful graphic, gaming and animation outputs, which respond to the clients given brief, including AI generated media</p> <p>This should be demonstrated through a portfolio of work.</p> <p>Ability to train and run workshops.</p> <p>Ability to ingest and transcode media</p>			
Knowledge	<p>Adobe Creative Cloud and Blackmagic Resolve or equivalent.</p> <p>Knowledge of video equipment, editing software and animation at each stage of production.</p> <p>Ability to find new tools and apps.</p> <p>Generative AI</p>			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Professional knowledge and skills	2	Information Management	2
	Creativity and innovation	2	Communication	2
	Formal presentation	2	Client service and support	2
	Team work	2	Planning and organization	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Refer to KPAs listed above.
Amount and kind of supervision received	Moderate as the position incumbent is expected to work independently but has access to the line manager and there are frequent touch base meetings to ensure that work is done as required and timeously.
Amount and kind of supervision exercised	Minimal as the incumbent will not have staff reporting into him/her.
Decisions which can be made	Decisions pertaining to own work, prioritization of tasks and carry out daily duties.
Decisions which must be referred	All decision falling outside of the scope of this role. Financial decisions, Risk identified and escalated queries.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT staff University wide (PASS and academic), Students.
External to UCT	Vendors/Suppliers, Consultants, and other external stakeholders.