

Department of Information and Communication Technology (ICT)

Multimedia Centre

**Audio-Visual Computer Media Duplicating Technician (P11) x 1
One (1) year Fixed Term Contract
(Muckleneuck Campus)**

(REF: ICT/Audio-Visual Duplicating Technician/P11/65409/2022-XM)

This position aims to employ an incumbent who will be responsible for successful duplication of DVDs as well as deliver project resources according to the requirements and approved methodology by producing video recordings for pre-recordings and live video streaming of both online and broadcast quality standards didactically and aesthetically and ensuring academic focus and student centredness across Unisa's venues.

Minimum Qualification(s):

- Minimum of Grade 12 Matric plus 2-years relevant experience

Experience:

- 2 years' relevant experience in Duplicating, Audio -Visual Live Streaming, Video recording and Video Editing

Recommendation:

- Qualification within TV Production will be an added advantage

Technical Competencies:

- DVD Duplication
- Camera Operator, Camera Recording, Lights, Sound knowledge and ICT networking understanding
- Assistance and knowledge of OBS for Live Video Streaming, Social Media Streaming experience, MS Office, Adobe Creative Cloud Suite (such as Adobe After Effects, Adobe Premiere, Adobe Photoshop, InDesign, Illustrator) Camtasia, Articulate,
- Additional plus Live Video streaming of Audio-Visual recordings
- Provision and set up of audio visuals from video lighting, camera setup, sound, communication of audio-visual infrastructure across Unisa's venues, interpreting equipment, Internet streaming etc.
- Project Management (take projects through project life cycle)

Personal Attribute:

- Honesty
- Analytical thinking
- Determination and Persistent
- creativity
- Flexibility
- Ability to work in harmony with co-worker

Duties:

For AV/DVD Duplication Production:

- **INSERT** master disk into duplicator to load material onto memory.
- **SET** quantity to ensure that correct quantity is duplicated.
- **INSERT** empty disks/sticks into duplicator to be ready for automated duplication.
- **REMOVE** Discs/ sticks after duplication and verify them.
- **INSERT** duplicated disks in bulk printer
- **LOAD** design
- **PRINT** disks for identification purposes
- **REMOVE** printed disks and package for distribution
- **PACKAGE** memory sticks

- **PERFORM** quality control by comparing master with duplicated product

For Pre-production

- Organise and Liaise with Admin Team as well as the client for preview of the product.
- Ensuring camera is set up timeously.
- Ensuring the principles of visual and audio story telling are applied through aesthetically pleasing and technically correct.
- Ensuring the correct use of lighting and sound recording techniques in accordance with prescribed broadcast standards.
- Ensure the appropriate editing techniques are applied
- Liaise with scriptwriter and client to discuss script and technical requirements as well as deadlines.
- Verify copyright of all supplied additional material to be inserted.
- Prepare Prompter as well as studios technically for planned and proposed recordings by testing, calibrating, checking, and setting up equipment
- Build, prepare design, connect, and update appropriate studio sets, prop placements, equipment for recordings, lighting setup for video studios, external locations, ZK Mathews Great Hall and or other venue
- Ensure basic maintenance and repairs on equipment to ensure fluency in production process.

For Production of Audio/Visuals:

- Video & Audio record various events and recording video & audio material in studio and on location.
- Testing and calibration of equipment in studio to ensure constant levels during recording as well as applying correct time code
- Direct productions technically, when assigned, to ensure a quality product.
- Manage studio floor, when assigned, during productions to ensure fluency in recording process by liaising with studio crew, actors, and clients.
- Link, setup, and DIRECT multi-camera to one synchronized time code to speedup editing
- Record ad hoc as well as all assigned Unisa and special graduations as stand alone productions for immediate availability
- Supply constant audio and video feed and recordings to other Unisa venues locally and outside companies (SABC, Mnet, etc)
- Produce programs by mixing audio and video feeds incorporated with other sources and record it to a master program
- Maintain communication during productions and make creative decisions
- Plan and reprepare for Live Video streaming

For Live/Stream Production Assisting:

- Feed to Various Social Media Platforms
- Follow Protocol regarding DIA's Channel Setup and Event Branding. Liaise with ICT Networking for setup purposes.
- Ensure steady and controlled camera movements while filming live events as per filming standards and guidelines (if using Camera)

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the position

Closing date : 17 November 2022

- **All applications should reach UNISA before 16H00 on the closing date.**

Enquiries : (012) 429 8648 / malinx@unisa.ac.za
Ms. X Malindisa (HR Contracts Appointments)

(012) 429 2772 / mayekky@unisa.ac.za
Ms. Khanyisile Yanela Twabu (Acting Deputy Director: Multimedia Centre: ICT)

The advertisement and the prescribed form (Fixed Term Application Form) can be obtained on the Unisa website: <https://www.unisa.ac.za/vacancies>

- **The complete prescribed application form must be accompanied by a Comprehensive Curriculum Vitae and Certified Copies (within the previous six months) of;**

- identity document.
 - all educational qualifications.
 - academic transcripts/records.
 - proof of SAQA verification of foreign qualifications (if applicable)
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant.
 - Unisa is not obliged to fill an advertised position
 - Late, incomplete, and incorrect applications will not be considered
 - Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



- Applications can be forwarded by email to: malinx@unisa.ac.za

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.