



Position Description – Videographer and Editor

Position Details

Position Title: Videographer and Editor

College/Portfolio: Engagement **School/Group:** Global Marketing, Digital & Student Recruitment

Campus Location: Primarily based at the city campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Multimedia Lead

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Engagement Portfolio provides integrated, strategic leadership across the University to advance RMIT's reputation, reach, and revenue, encompassing a range of functions, including domestic and international student recruitment; global marketing and intelligence; strategic communications; advancement function that includes donor relations, philanthropic advancement; and industry engagement and partnerships.

The portfolio leads the development and execution of major fundraising campaigns aligned with institutional priorities and stewards high-value partnerships with industry, government, and community to generate measurable impact. It enables data-informed decision-making through market insights to support integrated operations, strengthen relationship management, and enhance performance reporting.

Through innovation, collaboration, and strategic partnerships, the Engagement Portfolio plays a critical role in diversifying revenue streams and expanding RMIT's presence in alignment with its long-term strategic objectives.

Position Summary

The Videographer and Editor will play a key role in producing high-quality video content to enhance the reputation of RMIT University and engage with domestic and international prospective students. Working under the guidance of the Visual Content Lead within the Global Content Marketing & Creative team, the Videographer and Editor will collaborate with producers, writers, marketers and designers. This role involves shooting and editing all forms of video content for marketing purposes, including promotional videos, social media content, event coverage, interviews, and advertising campaigns.

Key Accountabilities

- Collaborate with the Visual Content Lead and other members of the marketing team to develop and execute video content strategies that align with RMIT's marketing goals.
- Conceptualise, shoot, and edit video content that showcases the university's strengths and achievements to attract prospective students.
- Participate in pre-production planning, including scheduling, location scouting, talent casting, and equipment setup.
- Film interviews with students, academics, and partners to capture compelling stories and showcase RMIT's unique offerings.
- Use various video production tools, including cameras, lighting, and audio equipment, to capture high-quality footage.
- Edit video content using professional software such as Adobe Premiere Pro
- Collaborate with the designers, writers, and producers to integrate visual elements, music, and sound effects into videos.
- Stay current with the latest video production techniques, trends, and tools, and continually improve the quality of video content the team produces.

Key Selection Criteria

Essential:

- Demonstrated experience shooting and editing high-quality video content, preferably for marketing purposes.
- Proficiency across the Adobe Suite, including but not limited to Premiere Pro, Audition, Photoshop, Lightroom, After Effects, Illustrator and InDesign
- Knowledge of camera equipment, lighting, and audio recording techniques.
- Strong storytelling and editing skills, with the ability to capture and communicate complex ideas and messages through video content.
- Excellent organisational skills, with the ability to prioritise tasks, meet deadlines, and work effectively in a team environment.
- Strong attention to detail and a commitment to producing high-quality video content that aligns with RMIT's brand values and key messaging.

Desirable:

- Knowledge of animation for video
- Experience working within production agency

Qualifications

- Bachelor's degree in film production, media, or a related field, or equivalent work experience.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.