



Role: Media Manager (Technical)
Location: Canberra
Type: Permanent Full Time

Role Overview

WildBear Entertainment is an integrated factual entertainment company working both domestically and internationally with partners that include the BBC, National Geographic, Discovery, Netflix, PBS, ZDF/Arte, France Television and Australian broadcasters Nine, Seven, Ten, ABC, SBS and Foxtel.

We are looking for a technical Media Manager to join our Canberra office in a permanent role for an immediate start. The Media Manager will be responsible for the smooth operation and coordination of the media management infrastructure and workflows for WildBear Entertainment and associated stock footage library Content Mint. Reporting to the General Manager and working closely with the Head of Post Production and the ICT Manager, the Media Manager will develop and implement workflows particularly as they relate to the Media Asset Management system (MAM) and the Content Mint library. This role requires a strong background in the technical aspects of post-production and media management including film and other older media acquisition and archival formats. The successful applicant will have an excellent understanding of the overall post-production process (beyond their specialist skill set) and display the ability to apply this knowledge to their work and possess a high attention to detail with strong verbal and written communication skills.

Working in our creative culture, your skills and expertise will be encouraged to grow, providing you opportunities in our fast growing company.

Key Responsibilities Include:

- Development and Management of the Media Asset Management (MAM) system
- Develop and advise on improvements to the capacity and capability of the Media Management infrastructure for WildBear and the Content Mint library
- Oversee the telecine and digitisation of new material into the MAM
- Be responsible for the transition of media assets between the WildBear offices and post production departments in other states
- Be responsible for the sending and retrieving of off-site backup tapes as required for media archiving purposes
- Liaise with key stakeholders to ensure that media management requirements are being met and workflows adhered to by the production teams
- Conduct training and develop documentation on media management processes
- Oversee data redundancy procedures in all offices
- Provide leadership, support and technical advice for the development and production teams as required
- Develop work packages for contract media management staff and oversee a small team as required

Applications for this role should be sent to employment@wildbear.tv with the subject line referencing "Media Manager 2020". The contact person for enquiries is Harriet Pike on 02 6210 1400.

Applications should include:

- 1 page cover letter addressing suitability for the position
- Relevant and current CV with two employer references

Applications close **Friday 20 November 2020**. Only shortlisted applicants will be contacted.