**Dolphin Research Australia Inc.**

**Filmmaker (Volunteer Position)**

***Job Responsibilities:***

The Filmmaker is responsible for assisting to promote the organisations vision and mission statement through developing short films of the organisations projects, activities and fundraising appeals.

***Duties:***

The filmmaker will primarily assist in the editing and production of short films using existing and where necessary assisting to acquire additional footage. The filmmaker will assist in writing scripts for the short and promotional films for web-based marketing, fundraising and education initiatives of the organization. The filmmaker will also assist in producing short videos of the organisations ‘Dolphin Diaries’ series.

The filmmaker will work closely with the organisation’s Executive Officer and with other volunteers as directed.

***Specific Tasks:***

Specific tasks will include, but are not limited to; assisting in the development of Dolphin Research Australia’s promotional video, crowdfunding campaign video, research project video and educational video on marine ecology and conservation topics.

***Essential Qualifications***

* Experience in filmmaking; shooting video, editing, writing scripts. Experience in conducting interviews and wildlife is advantageous.
* Experience in uploading films to web
* Experience in working with a team and within restricted budgets;
* Genuine personal interest in the conservation of marine mammals and the environment;
* Excellent written and oral communication skills;
* Excellent organisational skills.

***Desirable Qualifications***

* Completed or currently studying filmmaking or a similar course.
* Experience in working with community and volunteer groups.

***Essential Personal Attributes***

* Ability to take initiative
* Work within specified time frames
* Be responsible, efficient, reliable, respectful and punctual

***Time Allocation & Commitment***

It is expected that the filmmaker to commit to the production of at least 1 agreed video. Opportunity to complete more than one video is possible (and preferable). The agreed subject of the video is to be completed within the allocated and agreed timeframe (typically within 2-3mths from the initial agreement).

***Communications***

The Coordinator must communicate to the Executive Officer by phone, email or face-to-face meetings each milestone and developments of all tasks relating to the marketing and promotion of Dolphin Research Australia (timing of communication is to be discussed with the Executive Officer, but suggested at least once per week). The Coordinator must communicate to the Executive Officer any new opportunities and/or developments that may arise during promotional activities relating to the Dolphin Research Australia at the earliest possible convenience. The Coordinator must not contact media institutions or social media without prior approval from the Executive Officer.

***Location***

This filmmaker position can be based in the Northern Rivers, NSW, or South East Qld, Australia.

***Agreement***

On the occasion that the applicant is successful in being offered this position, the applicant agrees to all of the above duties, responsibilities and other categories specified above. The applicant also agrees to abide by the Dolphin Research Australia Inc. Workplace Health & Safety Policies and Code of Practice as outlined in the attached documents. If the Coordinator fails to meet the above duties or acts in detriment to the health and safety of colleagues or the organization the Executive Officer holds the right to terminate the position.

***Date of Commencement:***

This position is available for an immediate start and will remain open until such time as the position is fulfilled.

***Application Process***

To apply for the position, please provide a cover letter outlining your relevant experience to this position and curriculum vitae including two references. You will receive confirmation that your application has been received and further details regarding timing of application outcomes upon receipt of application. For this position, please also provide examples of your previous filmmaking works.

If you have any questions regarding this position, please contact our Executive Officer:

*\*\*Please Note: It is preferable that all volunteers are current financial members of Dolphin Research Australia Inc.*

***Contact Details***

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*Executive Officer*

*Dolphin Research Australia Inc.*

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