

SYN Media

Position description



POSITION TITLE	Technical Coordinator	TERMS OF EMPLOYMENT	Two-year renewable part time (0.6 EFT) contract
REPORTS TO	Operations Manager	SALARY	\$40,000 per annum pro rata plus statutory superannuation
WORK LOCATION	16 Cardigan St, Carlton VIC 3053	APPLICATION DETAILS	Apply by email to Tess Lawley, General Manager: gm@syn.org.au addressing selection criteria (SEE PAGE 3)
CLOSING DATE	5 pm, Wednesday 20th of September		
NOTE	SYN has an exemption from the Victorian Civil and Administrative Tribunal to allow discrimination on the basis of age (exemption no. A98/2012). SYN has a preference for candidates under 26 years of age. (NB. Candidates over 26 are still encouraged to apply.)		
CHILD SAFE STATEMENT	SYN is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children checks, police checks and reference checks as we see fit to ensure that we are recruiting the right people.		

1. ABOUT SYN

SYN is a media organisation run by a community of young people that provide broadcasting and training opportunities for young Australians. SYN informs, empowers and entertains young people by providing facilities and training that allows them to gain access and practical industry experience in all facets of the media, as detailed in the organisation's 2016-18 Strategic Plan. Outside of its staff, SYN relies on the strength of its volunteer base to maintain its extensive operations. All volunteers are under the age of 26. SYN's current operations include:

SYN Radio

SYN operates a full-time community broadcasting license and can be heard throughout Melbourne, Geelong and in parts of regional Victoria on FM and DAB+. Both stations stream live from our website. SYN's radio content is as diverse as its volunteers, and rotates five times a year. SYN's Radio Department is run entirely by young volunteers. SYN's radio audience is approximately 70,000 listeners a week.

SYN TV

SYN's TV and Screen Department is entirely run by young volunteers and currently produces three hours of live youth television each week and a range of online video content. Up to 15,600 people watch SYN's flagship TV production, 1700, each weeknight on Channel 31 Melbourne and Geelong.

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Media Learning

SYN's TV and Screen Department is entirely run by young volunteers and currently produces three hours of live youth television each week and a range of online video content. Up to 15,600 people watch SYN's flagship TV production, 1700, each weeknight on Channel 31 Melbourne and Geelong.

Production Services

SYN Production Services is a social enterprise providing organisations with fee-for-service screen and sound productions that draw on, expand and recognise the talent of SYN's young media-makers, who have the opportunity to complete paid work in the media industry as Production Service Contractors.

2. JOB SPECIFICATION

PRIMARY FOCUS

The Technical Coordinator oversees and develops the hardware and software systems that are on site at SYN's office ("the House of SYN") and radio studios. The position is responsible for maintaining and developing IT and network systems, maintaining servers, archive and back-up systems. The Technical Coordinator provides consultative advice and strategic direction for SYN's IT resources.

KEY RESPONSIBILITIES

- Oversee the administration and maintenance of SYN's IT infrastructure;
- Ensure the smooth running of all ICT systems, including anti-virus software, print services and email provision;
- Undertake troubleshooting, systems backups, archiving, and disaster recovery and provide expert support to staff and volunteers;
- Manage the purchase of hardware and software products and other IT supplies;
- Ensure software licensing laws are adhered to;
- Manage crisis situations, which may involve complex technical hardware or software problems;
- Schedule upgrades and maintain security backups of hardware and software systems;
- Provide support and input into the management of SYN's online spaces and platforms.

RESPONSIBILITIES shared with all SYN staff

- Adhere to SYN's values of Access, Independence, Participation, Diversity and Innovation
- Maintain a high standard of work practices and ensure integrity, respect and confidentiality while carrying out core tasks
- Work cooperatively with staff and volunteers to achieve the organisation's objectives

WORK CONDITIONS

Days/hours of work are negotiable. The job may require occasional out of hours work and on-call duties may be involved.

3. KEY SELECTION CRITERIA

Essential

- Strong communication skills (written and verbal)
- Experience in desktop support and networking
- Experience with Windows and Wordpress systems
- A proactive attitude, with an ability and desire to learn
- Strong time management skills
- Excellent problem solving abilities

Desirable

- An active interest in new media technologies and the online environment
- Experience with community organisations or working with volunteers
- A willingness to engage with broadcast technical staff to gain familiarity with SYN's broadcast audio chain

4. APPLICATION PROCESS

Your application **must include:**

- 1) A brief covering letter;
- 2) Statement of your experience against each of the selection criteria (please use the template below and provide clear examples)
- 3) CV including two referees with contact details (maximum 3 pages)

Your application must be saved as one file (Word or PDF) with your full name as the file name.

Apply by email: gm@syn.org.au. Applications close at **5pm, Wednesday 20th of September**.

Interviews for the position will take place on the **26th and 27th of September, during office hours**.

For more information on this position, email operations@syn.org.au or call 03 9925 4747.

Key selection criteria	Statement of experience (no more than 300 words per criteria)
Strong communication skills (written and verbal)	
Experience in desktop support and networking	
Experience with Windows and Wordpress systems	
A proactive attitude, with an ability and desire to learn	
Strong time management skills	
Excellent problem solving abilities	
An active interest in new media technologies and the online environment	
Experience with community organisations or working with volunteers	
A willingness to engage with broadcast technical staff to gain familiarity with SYN's broadcast audio chain	