



Position Title:	Media & Communications Officer (Video)	Position No:	DS40
Group:	Governance, Strategy & Communications – Media & Strategy	Service Area/Section:	Media & Communications
Classification Level:	AS06		
Reports to:	Senior Communications & Engagement Officer	Direct Reports:	Nil
Special Measures:	<i>Yes - Priority Consideration for Aboriginal and/or Torres Strait Islander Positions</i>		
Location:	Darwin	Date Approved:	September 2025

POSITION OVERVIEW

This position will work as part of the Media and Communications Team to collect, produce, and distribute important information within the NLC and to Aboriginal communities in the NLC's regions, other stakeholders, and the general public, with a specific focus on video production. This role works across a variety of communications projects to elevate the voices of Council Members and effectively advocate for progress on the key matters raised by constituents.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Work autonomously to deliver services in line with the Media and Communication Team's core functions including:
 - Create engaging audio-visual video content for the NLC website, publications and social media channels in collaboration with senior NLC media staff.
 - Assist in processing media requests.
 - Assist in the production of the quarterly newspaper 'Land Rights News'.
 - Documenting NLC meetings, NLC events and community event (photography/video) as requested.
 - Provide media training to community members
 - Adhering to existing procedures regarding the storage and access of audio-visual data.
- Fulfil the communications and audio-visual design needs of NLC departments and regional offices. This may include contributing to pro-active campaigns and creating assets.
- Document NLC public relations activities, including NLC's presence at conventions, festivals, cultural celebrations and other events.
- Provide administrative and operational support to the Media and Communications Team, including coordinating projects, managing digital data, monitoring team mailboxes, and maintaining photo and video archives to ensure accuracy, accessibility, and professional standards.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.



- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Demonstrated practical video production skills (video, audio and photography) across all stages of production for both digital and mainstream distribution
- Demonstrated audio-visual technical skills in both production and post-production, with strong skills in using the Adobe suite of products and technical trouble-shooting.
- A minimum of 5 years of experience working in a communications or media role, or as a video producer or videographer for an Aboriginal organisation, media, government, not-for-profit or private sector.
- Demonstrated digital literacy skills including proven understanding and experience working with web, social media, interactive design and/or other digital communication channels.
- A knowledge and respect of Aboriginal culture and society, and an ability to connect with and communicate effectively with Aboriginal people.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate an array of stakeholders to build productive working relationships.
- Experience in managing projects, and delivering quality assets to deadlines.
- Significant travel to remote areas using 4wheel drive vehicles is involved so possession of a Current C class drivers' licence and the ability to safely drive a manual 4WD vehicles is essential

DESIRABLE REQUIREMENTS

- Keen interest and knowledge of Indigenous affairs and an awareness of the issues affecting NLC constituents and Traditional Owners.
- Confidence in travelling regionally and remotely, often self-supported, as well as establishing and maintaining positive relationships with a broad range of constituents, to support storytelling.