

## Job Description

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| <b>Position</b>           | Head of Video Production (Part-time)                                                                                                                                                   |
| <b>Report to</b>          | News Director                                                                                                                                                                          |
| <b>Manage</b>             | Video reporters                                                                                                                                                                        |
| <b>Status of Contract</b> | Fixed Duration Contract (renewal based on performance and organization financial )                                                                                                     |
| <b>Monthly Salary</b>     | Negotiate (based on experience and qualifications)                                                                                                                                     |
| <b>Benefits</b>           | NSSF, Pension Fund, Severance pay, Phone card allowances, Private Insurance, Health Checkup, 13 <sup>th</sup> Month Salary, wellbeing support, Training and development opportunities. |
| <b>Location</b>           | Phnom Penh (Occasional travel to provinces)                                                                                                                                            |

### 1. Background

CamboJA is an independent membership-based association of Cambodian journalists committed to protecting press freedom and promoting public-interest journalism that informs, empowers, and engages Cambodian audiences. As audience preferences increasingly shift toward digital and multimedia content, CamboJA News (the news publication arm of the association) is investing in strengthening its capacity to produce high-quality video, audio, livestream, and other multimedia journalism products.

Through a newsroom transformation initiative, CamboJA aims to establish a podcast and video production studio, strengthen the digital journalism skills of newsroom staff and emerging journalists, expand multimedia storytelling formats, and develop sustainable approaches to audience engagement and content distribution.

To support this effort, CamboJA seeks a part-time Head of Video Production to provide technical leadership, capacity building, and practical guidance in multimedia content development and production.

## 2. Job Summary

The Head of Video Production will support CamboJA in strengthening digital journalism and multimedia storytelling by developing multimedia content formats, production workflows, and staff capacity. Reporting to the News Director, the position will provide technical, creative, and mentoring leadership to help the newsroom expand its use of video, audio, livestreaming, and other multimedia formats across digital platforms.

The Head of Video Production will focus on multimedia product development, production workflows, technical quality, staff capacity building, and audience-focused content innovation.

While editorial decisions, story selection, and journalistic oversight remain under the authority of the News Director and editorial team, the Head of Video Production is responsible for helping transform editorial content into engaging multimedia formats and strengthening the newsroom's capacity to produce high-quality digital content across multiple platforms.

## 3. Job Responsibilities

| Responsibilities                                     | Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Multimedia Product Development and Innovation</b> | <ul style="list-style-type: none"> <li>Support the implementation of CamboJA's editorial, content, and audience engagement strategies through multimedia storytelling.</li> <li>Lead the development of multimedia content models informed by audience needs, digital news consumption habits, and platform-specific requirements.</li> <li>Develop and periodically update multimedia content production plans, including recommended formats for short-form videos, podcasts, livestreams, explainers, and youth-focused content.</li> <li>Advise the News Director and newsroom staff on emerging multimedia trends, platform opportunities, and audience-focused storytelling approaches.</li> <li>Identify practical opportunities to integrate multimedia formats into existing newsroom content production processes.</li> </ul> |
| <b>Studio Development and Production Workflows</b>   | <ul style="list-style-type: none"> <li>Coordinate local and international travel arrangements, including transportation, accommodation, visas, and travel documentation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                                              | <ul style="list-style-type: none"> <li>• Provide technical guidance on the setup and operation of the newsroom's podcast/video production studio.</li> <li>• Support procurement processes related to multimedia production equipment and studio infrastructure.</li> <li>• Develop practical production workflows for planning, recording, editing, publishing, and archiving multimedia content.</li> <li>• Develop production guidelines, technical standards, and quality assurance procedures for multimedia content.</li> <li>• Support workflow testing and continuous improvement of production processes.</li> <li>• Ensure efficient utilization of studio facilities and production equipment.</li> </ul>                                   |
| <b>Multimedia Product Development and Production Support</b> | <ul style="list-style-type: none"> <li>• Design and refine multimedia content formats suitable for digital platforms, including short-form videos, podcasts, livestreams, explainers, and youth-focused productions.</li> <li>• Advise reporters and editors on adapting stories into engaging multimedia formats.</li> <li>• Provide technical and creative guidance throughout the content production process.</li> <li>• Support newsroom staff and interns in planning, producing, and publishing multimedia content.</li> <li>• Develop templates, production standards, and content packaging approaches suitable for different platforms.</li> <li>• Monitor audience engagement and content performance and recommend improvements.</li> </ul> |
| <b>Training and Capacity Development</b>                     | <ul style="list-style-type: none"> <li>• Assist in facilitating training courses on video journalism, podcast production, short-form video production, livestreaming, mobile journalism, and audience engagement.</li> <li>• Provide ongoing coaching and mentorship to newsroom staff and interns.</li> <li>• Support newsroom staff/freelance contributors/interns in applying newly acquired multimedia skills in day-to-day reporting and production.</li> </ul>                                                                                                                                                                                                                                                                                   |

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|                                                             | <ul style="list-style-type: none"> <li>Monitor staff/freelance contributors/interns' progress and recommend improvements to further capacity development activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Internship Support and Mentorship</b>                    | <ul style="list-style-type: none"> <li>Participate in the selection of digital journalism interns.</li> <li>Support internship orientation and onboarding activities.</li> <li>Provide structured mentoring and technical guidance to interns throughout the placement period.</li> <li>Facilitate collaboration between interns and newsroom staff reporters on multimedia projects.</li> <li>Review intern portfolios and provide feedback on production quality and professional development.</li> <li>Support internship evaluations and final presentations.</li> </ul> |
| <b>Audience Engagement and Product Innovation</b>           | <ul style="list-style-type: none"> <li>Collaborate with external multimedia experts to develop multimedia products tailored to youth audiences and social media-first news consumers.</li> <li>Recommend innovative content formats that encourage audience participation and engagement.</li> <li>Analyze audience data and platform performance to inform content development.</li> <li>Support efforts to increase audience reach and engagement across CamboJA's digital platforms.</li> </ul>                                                                           |
| <b>Sustainability and Revenue Development</b>               | <ul style="list-style-type: none"> <li>Collaborate with external multimedia experts to develop multimedia products tailored to youth audiences and social media-first news consumers.</li> <li>Recommend innovative content formats that encourage audience participation and engagement.</li> <li>Analyze audience data and platform performance to inform content development.</li> <li>Support efforts to increase audience reach and engagement across CamboJA's digital platforms.</li> </ul>                                                                           |
| <b>Technical Support to Project Monitoring and Learning</b> | <ul style="list-style-type: none"> <li>Collaborate with external multimedia experts to develop multimedia products tailored to youth audiences and social media-first news consumers.</li> <li>Recommend innovative content formats that encourage audience participation and engagement.</li> <li>Analyze audience data and platform performance to inform content development.</li> <li>Support efforts to increase audience reach and engagement across CamboJA's digital platforms.</li> </ul>                                                                           |

#### 4. Qualifications and Skills Requirements

- Bachelor's degree in journalism, media production, communications, digital media, or a related field.
- Advanced training in multimedia journalism, video production, digital storytelling, or related disciplines is an advantage.
- Minimum five years of professional experience in video production, multimedia journalism, digital storytelling, or related fields.
- Demonstrated experience producing content for digital and social media platforms.
- Experience designing or delivering training, mentoring, or coaching programmes.
- Experience establishing or improving multimedia production workflows and content processes.
- Experience working in a newsroom, media organization, or journalism support environment.
- Experience integrating Gender Equality, Disability Equity, and Social Inclusion (GEDSI) considerations into media production, training programmes, audience engagement activities, or newsroom practices is desirable.

#### 5. Competencies and Personal Attributes:

- Strong understanding of digital journalism and multimedia storytelling.
- Proficiency in video production and editing workflows.
- Familiarity with podcast production, livestreaming, and platform-specific content optimization.
- Strong mentoring and facilitation skills.
- Ability to work collaboratively within a small, fast-paced newsroom environment.
- Strong planning, communication in Khmer and English, and problem-solving skills.
- Understanding of Gender Equality, Disability, and Social Inclusion (GEDSI) principles and their application in media content, audience engagement, training, and newsroom practices.
- Understanding of child rights principles and commitment to safeguarding the rights, wellbeing, and protection of children and young people in all professional interactions and media-related activities.

- Demonstrated commitment to fostering inclusive participation and creating respectful and accessible learning and working environments for individuals from diverse backgrounds.
- Commitment to ethical and independent journalism.
- Demonstrate willingness and commitment to adhere to and uphold CamboJA's organizational values, policies, and procedures.

## 6. Acknowledgement:

Date Assigned to this Position: \_\_\_\_\_

Date of Next Appraisal: \_\_\_\_\_

Measures of performance: Tasks described in the job description above in conjunction with the operation's current Action Plan and specific KPIs set with line Manager.

Name: \_\_\_\_\_ Signature \_\_\_\_\_

(Staff Member)

Name: \_\_\_\_\_ Signature \_\_\_\_\_

(Line Manager)

Name: \_\_\_\_\_ Signature \_\_\_\_\_

(Executive Director)