

*Casa de Produção Audiovisual (CPA)
opens two positions in Timor-Leste
for qualified candidates:*

***Director
and
Executive Producer***

About CPA

Casa de Produção Audiovisual's mission is to share hope through storytelling. The first non-profit audiovisual production house in Timor-Leste producing inspiring and popular audiovisual stories, CPA has been the groundbreaker in developing quality audiovisual talent for the country. CPA is widely recognized and supported by people in Timor-Leste as well as by government and non-government partners in the country and abroad. Its programs are oriented to ordinary Timorese people, especially the young. CPA has access to prime time Timorese television air. The production team consists of 15 enthusiastic and creative persons each with roles in producing/scriptwriting, videography, animation, editing and graphic design. The organization needs creative and reliable direction in order to continually inspire and nurture the skills and energy of its team.

The positions of director and producer are not easy. They are for individuals not easily intimidated by challenges. Timor is a fragile post conflict society emerging from a violent history and all the challenges that poses. CPA plays an important role in documenting and nurturing local cultural skills and music, and in recording people's longing for peace.

Casa de Produção Audiovisual was founded by the Fundação Companhia de Jesus em Timor-Leste (the Jesuits) in 2002. The Jesuits do not exercise tight editorial control over CPA, but ask that it be faithful to its mission, be accountable for quality and play a role in education of the youth.

Send us your CV

If you are interested to work with CPA, send your CV to Amelia Hapsari cahapsari@yahoo.com before December 15 2011.

The position starts 6February 2012.

Position Description

Director of CPA

Summary Description

The CPA Director has overall responsibility for the activities, productions and staff of the organization, planning for, managing and ensuring its creativity, reliability and sustainability.

Relationships

The CPA Director leads a team comprising the Executive Producer and production and administrative staff. The CPA Director reports regularly to the Jesuit Superior for Timor Leste.

Duties

1. Assess the needs of Timor-Leste and of the organization; create and implement necessary strategies and activities to advance the organization; find solutions for challenges faced by the organization
2. Plan CPA's yearly, monthly and weekly activities – together with the producer and staff members
3. Oversee CPA's budget, income, and expenditure. Find funding opportunities, prepare proposals, oversee implementation and report on projects to partners
4. Manage daily operations, and the performance of 15 staff members; arrange training opportunities to upgrade capacity of staff members
5. Organize activities that promote CPA's products and values. Find opportunities for alternative distribution of CPA programs
6. Extend CPAs cooperative network of artists, musicians, writers, priests, sisters and educators who are concerned with culture, social justice and the greater good of Timor-Leste.
7. Manage relationships with CPA's clients concerning the production process, ensuring that contracts are respected by both sides
8. Assist the producer in suggesting ideas and content for CPA's productions
9. Oversee administration of the organization; viz. compliance with regulations, written announcements, applications, bids, and other correspondence
10. Create a regular narrative and financial report for the Jesuit Superior, explaining activities and challenges, and itemizing income and expenditure for the period. Report on objectives achieved and those still to be pursued within the strategic plan of the organization.

Qualifications

Director of CPA

1. Bachelor Degree; Master Degree preferred; Management and institutional leadership experience, preferably in media/communication field.
2. Fluent in writing and speaking English; capacity in Tetun or Bahasa Indonesia language or readiness to learn Tetun.
3. Capacity for socio-political analysis and understanding of Timor-Leste's history and place in the world.
4. Ability to write grant proposals, reports, and other formal correspondence; proven capacity for tidy administration
5. Leadership qualities; skills in inter-cultural communications; social and emotional balance; clarity of purpose; interested to foster CPA's role in serving the people of Timor-Leste
6. Human resources skills; able to negotiate; transparent and compassionate with team, while clear and firm in maintaining organizational policies
7. Adaptable; multi-tasker; able to work under pressure in a country with limited resources.
8. Open to the vision of the Society of Jesus and of CPA (to help Timorese talents to tell stories that bring hope) and comfortable in Timor-Leste's Catholic culture.

Position Description

Executive Producer

Summary Description

The CPA Executive Producer oversees the content and the outlook of CPA multimedia products, schedules and prepares scripts; oversees and sometimes directs the filming, editing and presentation of the work of CPA.

Relationships

The CPA Executive Producer reports to the CPA Director, and works in a team with the assistant producers, editors, cameramen, lighting, audio engineer, and other staff members.

Duties

1. Writes, or assists writers to create innovative, effective scripts, music video, texts for various audiovisual products, ranging from short dramas, comic books, radio features, documentaries, training videos, and profiles
2. Develops ideas through brainstorming and research; encourages team to choose sound bites, editorial point of views, facts, visuals, and other materials for CPA audiovisual products; supports team in assembling and writing assigned scripts; schedules and manages pre-production with the team.
3. Evaluates the performance of CPA's staff members from the production standpoint and coordinates with the CPA Director for training and capacity building; mentors and supervises team members; creates exercises to help develop their critical thinking and storytelling skills.
4. Works with the director of the shoot, the editor, cameramen, lighting, audio engineer, and other staff members in order to improve the outlook and the content of CPA's audiovisual products.
5. Collaborates with the CPA Director to ensure the production schedule runs as planned and the projects are completed on time.

Qualifications

Executive Producer

1. A bachelor or master degree from a film school or in communications with strong emphasis in video production. Or at least 5 year experience in producing, writing, directing and editing documentary videos as well as other forms of videos – drama, music videos, PSAs
2. Crisp, professional, creative writing skills

3. Inter-cultural skills; flexible and able to adapt to working and living in Timor-Leste
4. Language skills; capacity to work in English and to learn Tetun
5. Able to see problems from the perspective of others; able to simplify and make complicated processes understood
6. Creative ideas and approach to various multimedia products and ability to explain the approach to other staff members so they can also pursue the ideas
7. Ability to form and lead a team; to identify, promote and mentor other staff members
8. Patience and ability to work under pressure; resilient in face of resistance.
9. Open to the vision of the Society of Jesus and of CPA (to help Timorese talents to tell stories that bring hope) and comfortable in Timor-Leste's Catholic culture.