



## Audiovisual Storytelling Team Lead, Innovation Hub

### About the Innovation Hub

The Innovation Hub is a student-driven research collective that uses a peer-to-peer approach to understand the needs of U of T students. Campus partners provide us with real design challenges, and we hire teams of interdisciplinary students to work on each project using a consulting model. Student team members are empowered to understand their peers' needs using human-centred design and learning as they go, building confidence through practical work experience. Our projects range in scope from designing campus spaces and services, policy evaluation, listening to the needs of students from equity-deserving groups, ideating for the future, and more.

### Working at the Innovation Hub

The Innovation Hub works because of the people who work here! We seek to design *with* students rather than *for* students. Working at the Innovation Hub is an opportunity to join a cross-functional, cross-disciplinary team of passionate people. Innovation Hub team members learn valuable skills that can be applied across various career contexts.

### Important Job Details

This is a part-time job but requires an individual dedicated to the learning it provides. Innovation Hub team members learn invaluable skills that translate into successful future career outcomes. The main benefit of this job is that you'll learn the skills employers are looking for in a fast-paced environment and have a chance to practice them. Please ensure that you have time to dedicate to this role, a flexible schedule, and the ability to meet competing deadlines and re-prioritize work.

### Anti-Oppression Commitment

The Innovation Hub is committed to being equitable and anti-oppressive and to prioritizing the lived experiences of marginalized students. As such, any forms of discrimination will not be tolerated, including but not limited to racism, sexism, Islamophobia, homophobia, transphobia, ableism, and anti-Semitism.

## Audiovisual Storytelling Team Lead Job Description

All design research projects at the Innovation Hub aim to improve campus life, particularly for students. The **Audiovisual Storytelling Team Lead** supervises a team of Audiovisual Storytelling Assistants in all aspects of Innovation Hub's design thinking projects aimed at bringing data to life through audiovisual storytelling. Responsibilities of the team include participant recruitment, logistical planning for audiovisual projects such as documentaries, podcasts, and other audiovisual projects, providing videography and recording support, and working collaboratively with other professionals involved in the projects such as videographers and other audiovisual professionals.

### Featured Project: International Students: Life After Graduation Documentary Short

International students are incredibly valuable to the University of Toronto and come from around the world and bring their diverse and unique perspectives. International students are a source of strength and capacity for the university. This project seeks to better understand the needs of international student graduates and alumni as they embark on life after the University of Toronto.

Specifically, the project will look at international students' experiences when understanding the question: *what's life after graduation like for international students?* The Innovation Hub will work with the team at the Centre for International Experience to identify a small and diverse group of 5-7 international students who are willing to share their experiences of life after graduation. The international student demographic will include students from various countries of origin, degree levels, programs of studies, years since graduation, and intersectional identities to showcase the diversity of international student experiences. Recent graduates and alumni will share their stories through video diaries, voiceovers, and vlogs to highlight their current experiences after graduation. The final product of the project will be a documentary short presented to the University of Toronto community.

The Audiovisual Storytelling Team Lead will lead the Innovation Hub work with the featured project and take on other smaller projects as required throughout the year.

### Leadership & Project Management

- Participates as an active member of the Innovation Hub's Leadership team – attending weekly leadership meetings
- Actively participates as a member of the hiring team, with direct involvement in hiring and training work study team members using established Innovation Hub practices or processes
- Leads the team to carry out project plans, meeting project deliverables, and communicating any project delays to team members and project partners as appropriate
- Collaborates with project partners to ensure the project plan meets their goals and communicates any changes
- Plans and facilitates weekly team meetings according to project plan deliverables

## Creative Storytelling

- Strategizes with the broader Innovation Hub team and other partners to craft appropriate stories relevant to the project goals
- Leads a team of Audiovisual Storytelling Assistants to design storyboards, scripts, audio/video logistics plans, event plans and more
- Brings creative vision to the project, imagining effective ways to share participant stories
- Reviews footage and scripts to weave real-life events into compelling narratives to capture the international student experiences.
- Provides feedback on videography or audio editing, storyboarding, and scripts

## Administration

- Works with the wider Innovation Hub team to develop promotional materials and execute participant recruitment plans
- Schedules and coordinates participants and guests and maintains ongoing communication
- Ensures accurate and timely collection and storage of consent forms and documents
- Responsible for organizing the data storage system

## Final Product & Presentations

- Leads the team in coordinating the delivery of an impactful final product and presentation
- Develops an impactful and story-based presentation of the project based on project goals
- Leads the team to rehearse and deliver the final product and presentation to key stakeholders

## Must-Have Qualifications:

- Exceptional leadership skills, such as the ability to motivate others, mentor team members, plan work, and ensure the team meets tight deadlines
- Strong storytelling skills in written and visual communications to capture complex stories succinctly and inspirationally.
- Strong grounding or foundation in principles of equity, diversity & inclusivity – ability to take an equity-based approach to leading teams and projects
- Project management skills, such as creating an agenda for weekly meetings, taking initiative in project timelines and planning while also budgeting time for feedback and iteration
- Experience managing tight and often competing deadlines and priorities
- Strong written & oral communication skills that can be compelling for various audiences
- Prior experience coordinating multi-stakeholder projects
- Proficient in working on teams and integrating diverse perspectives
- Reliable, accountable, and able to be responsive based on project needs and expectations
- Desire to enhance the student experience at U of T and contribute to valuable future improvements to campus life

## Assets

- Experience in video production, storyboarding, filming, and video editing
- Working knowledge of designing for social media platforms (Facebook, Instagram, Twitter, LinkedIn, TikTok, etc.)
- Photography, videography, and video editing skills (i.e., Adobe Premiere Pro, After Effects, Final Cut Pro, etc.)

Here's a personal note to you, the applicant. In this role, you'll also learn to be proactive, check in with your team members and keep them motivated. You'll learn to look ahead at tasks and gain a proactive approach that allows you to take more initiative in the workplace. You'll learn how to succinctly and compellingly convey complex data and ideas that inspire those in leadership toward action. You'll exercise your creativity and learn to convey information differently for different audiences. You'll become skilled at leading and facilitating meetings (and if you don't have tons of experience leading meetings, we'll offer support and guidance so you can thrive). You'll gain an understanding of optimal workflows for maximum productivity. You'll learn that failure is a source of learning and become comfortable with not getting things right on the first try - an essential workplace skill. You'll start to see constructive feedback as a gift. You may already have some of these skills - and that's great - mention them in your cover letter.

We look forward to your application.

## Job Details

- Contract Length: 8 months from August – March
- Hours per week: 20 hours/week
  - 75% of hours in-person a minimum of 3 times a week
- Wage: \$20/hour