SAINTS CATHOLIC COLLEGE

DIGITAL MEDIA SUPPORT BURSARY

MEMORANDUM OF UNDERSTANDING

Bursary: Digital Media Support Bursary
Bursary Role Title: Digital Media Support Assistant
Bursary Period: 2027
Number of Recipients: As determined annually by Saints Catholic College
Accountable to: CEO / Head of College and College Administration
Primary Purpose: To support Saints Catholic College through the creation, coordination and management of high-quality digital media that positively represents College life, promotes resident engagement and supports the College's communication, marketing and community activities.
Key Relationships: CEO / Head of College, College Administration, other Digital Media Support Assistant/s, Saints Student Association President and Committee, Pastoral Care Team, Catholic Youth Ambassadors, Catering Manager, relevant College staff and residents.

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1. PURPOSE OF THE BURSARY

Saints Catholic College provides the Digital Media Support Bursary in recognition of the significant contribution high-quality photography, video and digital content can make to the promotion, communication and recording of College life.

The bursary provides financial support toward the recipient's residential contract expenses in recognition of their agreed contribution to the College.

The Digital Media Support Bursary is **not an employment position**. Recipients remain first and foremost students, and academic commitments and satisfactory academic progress remain their primary priority.

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2. PRIMARY RESPONSIBILITIES

Digital Media Support Assistants are responsible for supporting the College's digital-media needs throughout the year.

This particularly includes:

- Capturing high-quality photography and video of College life.
- Creating digital content for College social media.
- Creating content for the College website.
- Supporting College marketing and promotional activities.
- Supporting Student Association activities with appropriate digital-media coverage.
- Supporting Catering, Pastoral Care, Catholic Youth Ambassador and other College activities.
- Preparing graphics, video, photography and other digital resources where required.
- Maintaining and organising College digital-media files.
- Supporting a positive and accurate representation of Saints Catholic College online.

- Identifying relevant public online content concerning Saints that may reasonably require College attention.

Digital Media Support Assistants should exercise initiative in identifying worthwhile content opportunities rather than relying solely on specific requests.

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3. CONTENT APPROVAL AND PUBLICATION

Content created through the bursary is produced on behalf of Saints Catholic College and remains subject to College oversight.

Content intended for the **College website** must be approved by College Administration and will ordinarily be published by College Administration.

Content intended for **College or associated social-media platforms** is subject to College Administration approval prior to posting by the Digital Media Support Assistant.

Digital Media Support Assistants must not independently publish material on behalf of Saints where approval is required.

Content should:

- Represent Saints positively and accurately.
- Be appropriate for a Catholic residential college.
- Reflect College principles, Mission and Values.
- Respect residents, staff and visitors.
- Be suitable for the intended audience and platform.
- Be of an appropriate visual and technical standard.

Content promoting Saints should build up the College without putting down another residential college and should represent a **healthy and supportive rivalry** where inter-college activities are involved.

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4. MAJOR COLLEGE EVENTS

Digital Media Support Assistants are expected to provide appropriate photography, video and digital-media coverage of significant College events.

These particularly include:

- Bishop's Dinner.
- Valedictorian Dinner.
- Orientation activities and significant commencement-of-year events.
- Special Dinner service events.
- Catering Monthly Birthday Bash.
- Significant College celebrations.
- Other major events identified by College Administration.

Coverage may include:

- Photography.
- Video.

- Event highlights.
- Promotional content.
- Presentation material.
- Pre-event content.
- Post-event content.
- Other digital resources reasonably required for the event.

Where a Digital Media Support Assistant is unable to attend a significant event, College Administration should be advised sufficiently early so alternative arrangements can be considered.

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5. SPORT AND WINNA SHIELD

Digital Media Support Assistants should provide appropriate coverage of **Winna Shield and other significant Saints sporting activities**.

Priority should be given to:

- Winna Shield finals involving Saints.
- Significant matches or competitions.
- Team and participant content.
- Celebrations and achievements.
- Supporter and College-spirit content.
- Earlier competition rounds where reasonably possible.
- Training or preparation where this provides worthwhile content.

The Digital Media Support Assistants should work with the Sports Representatives and other relevant Association representatives to identify important activities and content opportunities.

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6. ICMC, CULTURAL AND PERFORMANCE ACTIVITIES

Digital Media Support Assistants should provide appropriate coverage of **ICMC and other significant cultural or performance activities** involving Saints.

This may include:

- Performances.
- Competition.
- Practices or rehearsals where appropriate.
- Preparation.
- Backstage activity where appropriate.
- Audience and supporter engagement.
- Participant profiles.
- Results and achievements.

The Cultural Representative and other relevant organisers should provide reasonable advance information regarding activities requiring coverage.

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7. STUDENT ASSOCIATION EVENTS AND ACTIVITIES

The Digital Media Support Assistants will work closely with the **Saints Student Association** to support promotion and coverage of Association activities.

Priority events include:

- At Home Ball.
- Saints End of Year Ball.
- Empathy Week.
- Major social events.
- Significant sporting and cultural activities.
- Other major Association initiatives.

The relevant Association portfolio representative should provide reasonable advance notice of:

- Event dates and times.
- Required coverage.
- Promotional requirements.
- Particular content needed before, during or after the activity.

Digital Media Support Assistants are **not elected Student Association Committee members solely by virtue of receiving the bursary and are not directed as employees by individual portfolio representatives**.

They remain accountable to **College Administration** while working collaboratively with the Association.

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8. LIFE AT SAINTS CONTENT

An important purpose of the bursary is to capture the everyday resident experience at Saints, not only major events.

Digital Media Support Assistants should regularly identify and capture content reflecting **Life at Saints**, which may include:

- Minor Student Association activities.
- Bongo Bar activities.
- The Saints Shop.
- Group fitness and gym activities.
- Casual sport and recreation.
- Resident celebrations.
- Special occasions.
- Common-room activities.
- Dining Hall activities.
- Mentor Groups.
- Pastoral Care activities.
- Catholic Youth Ambassador activities.
- Catholic and faith-related activities.
- Catering activities.
- Resident achievements.
- Everyday community life.
- Other positive aspects of the Saints resident experience.

As a general expectation, the Digital Media Support Assistants should collectively aim to generate sufficient suitable material to support approximately **two social-media posts per week** throughout appropriate periods of the academic year.

The emphasis should be on authentic, varied and positive content rather than posting simply to meet a numerical target.

9. WORKING WITH COLLEGE GROUPS AND BURSARY ROLES

Digital Media Support Assistants should maintain positive and collaborative working relationships across the College.

This particularly includes:

- College Administration.
- Saints Student Association.
- Pastoral Care Team.
- Catholic Youth Ambassadors.
- Catering Manager.
- Relevant College staff.
- Residents involved in events and activities.

The relevant activity lead remains responsible for providing the Digital Media Support Assistant/s with reasonable information regarding the event, purpose, timing and desired content.

Responsibility for leading an activity does not mean that person or portfolio is solely responsible for delivering it. Digital Media Support Assistants should contribute reasonably where their specialist skills can support successful College activities.

Where priorities conflict or workload becomes unreasonable, the matter should be referred to College Administration.

10. IMAGE CONSENT, PRIVACY AND APPROPRIATE CONTENT

Digital Media Support Assistants must respect College requirements relating to **image consent, privacy and appropriate use of resident imagery**.

Residents who have not provided the required image consent must not knowingly be included in public-facing College media.

Digital Media Support Assistants should take reasonable care when capturing group photographs, video and event footage to ensure College consent requirements are respected.

College photography, video or other digital-media material must not be provided to external parties or used for purposes unrelated to Saints Catholic College without appropriate College approval.

Sensitive, embarrassing, inappropriate or potentially harmful material should not be created, retained or published as College content.

Where there is uncertainty regarding consent, privacy or suitability, the material should not be published until advice has been obtained from College Administration.

11. DIGITAL REPUTATION AND ONLINE AWARENESS

Digital Media Support Assistants should contribute to protecting the positive digital reputation of Saints Catholic College.

Where they reasonably become aware of public online content concerning Saints that may:

- Misrepresent the College.
- Damage the College's reputation.
- Raise a significant resident or community concern.
- Require an official College response.
- Otherwise reasonably require management attention,

the matter should be promptly brought to the attention of College Administration.

Digital Media Support Assistants should **not independently engage with, challenge or respond to negative online content on behalf of Saints** unless specifically authorised to do so.

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12. COLLEGE EQUIPMENT, SOFTWARE AND DIGITAL RESOURCES

Saints Catholic College may provide Digital Media Support Assistants with access to equipment and resources including:

- Professional camera capable of high-quality photography and video.
- Tripod.
- Camera microphone and wind protection.
- Mobile-phone gimbal.
- DJI drone.
- GoPro and accessories.
- Wireless microphone packs.
- Amaran professional lighting.
- 60 × 90 diffuser.
- Digital storage.
- College server storage.
- Relevant applications and software.
- Adobe Premiere Pro.
- Adobe Lightroom.
- Other approved resources or subscriptions where required.

Recipients are expected to:

- Use equipment responsibly.
- Take reasonable care to prevent loss or damage.
- Store equipment securely.
- Return equipment to its appropriate location after use.
- Promptly report damage, loss or faults.
- Avoid unauthorised use or lending of College equipment.

Any drone use must comply with applicable legal requirements, College directions and appropriate safety considerations. Drone operation should only occur where the operator is appropriately authorised and competent to undertake the activity.

13. DIGITAL FILES, STORAGE AND COLLEGE OWNERSHIP

Photography, video, graphics and other digital material created using College resources or through activities undertaken as part of the bursary should be appropriately stored within College-approved systems.

Digital Media Support Assistants should:

- Maintain organised file structures.
- Transfer important content from cameras and devices to College storage.
- Avoid leaving important College content solely on personal devices.
- Maintain sufficient organisation for future retrieval and reuse.
- Preserve significant historical College material.
- Remove unnecessary duplicate or unusable files where appropriate.
- Ensure working files and completed content are accessible to College Administration.

Material created as part of the Digital Media Support Bursary is a College resource and should remain available to Saints Catholic College following the recipient's departure.

14. COMMUNICATION, CONDUCT AND ACADEMIC PRIORITY

Digital Media Support Assistants are expected to communicate reliably with College Administration and relevant activity organisers.

This includes:

- Responding to reasonable communications.
- Confirming attendance at important events.
- Advising when unable to attend.
- Providing reasonable notice of academic conflicts.
- Seeking event information sufficiently early.
- Advising where workload or competing priorities may prevent delivery.
- Coordinating effectively with other Digital Media Support Assistant/s where more than one recipient is appointed.

Recipients occupy a visible position of trust and may have access to College equipment, events, resident imagery and digital platforms. They are therefore expected to exercise good judgement and act consistently with the Saints Catholic College Handbook, College principles, Mission and Values, relevant policies and reasonable directions of College Administration.

Academic achievement and satisfactory progress remain the recipient's primary priority.

Where academic requirements prevent participation in an important event or activity, College Administration should be notified as early as reasonably possible so alternative arrangements can be considered.

15. REVIEW, OTHER RESPONSIBILITIES AND HANDOVER

College Administration may periodically review the bursary arrangement, including:

- Quality and quantity of content.
- Coverage of significant College activities.
- Reliability and communication.
- Collaboration.
- Equipment care.
- File management.
- Compliance with consent and approval requirements.
- Academic workload.
- Opportunities for improvement.

Digital Media Support Assistants may also be asked by the **CEO / Head of College or College Administration** to undertake other reasonable digital-media activities consistent with the purpose of the bursary.

At the end of the bursary period, recipients will provide an appropriate handover covering:

- College equipment.
- Digital files and storage.
- Current projects.
- Social-media and content processes.
- Recurring annual events.
- Relevant templates and working files.
- Software and resource arrangements.
- Key College relationships.
- Recommendations and lessons learned.

All College equipment and resources must be returned as directed.

16. ACCEPTANCE AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood this Memorandum of Understanding and accept the responsibilities associated with receiving the **Saints Catholic College Digital Media Support Bursary**.

I understand that:

- The bursary provides financial support toward my residential contract expenses and is **not an employment position**.
- I remain accountable to the **CEO / Head of College and College Administration**.
- I will contribute reasonably to the photography, video, digital-media, marketing and promotional requirements of Saints Catholic College.

- I will provide appropriate coverage of major College, Student Association, sporting, cultural, Catholic, pastoral, catering and resident activities.
- I will work collaboratively with College Administration, the Student Association, Pastoral Care Team, Catholic Youth Ambassadors, Catering Manager, other Digital Media Support Assistant/s and relevant residents and staff.
- I am not an elected Student Association Committee member solely by virtue of receiving the bursary and remain accountable to College Administration when supporting Association activities.
- I will comply with College approval, image-consent, privacy and publication requirements.
- I will use College equipment and digital resources responsibly.
- College digital-media material created through the bursary will be appropriately stored and remain available to the College.
- I will refer significant online reputation concerns to College Administration rather than responding independently on behalf of Saints.
- My academic commitments remain my primary priority, while accepting that the bursary requires reasonable planning, communication and commitment.
- I will comply with the Saints Catholic College Handbook, College principles, Mission and Values, relevant policies and reasonable College directions.
- I will provide an appropriate handover at the end of the bursary period.

For Saints Catholic College

CEO – Head of College: _____

Signature: _____

Date: _____

Digital Media Support Bursary Recipient

Name: _____

Signature: _____

Date: _____