

Work Placement Position

[Recapture Productions] [Systems Management Officer]

Milena Ben-David is founder of Recapture Productions (RP), specialising in Life Story video recordings of elderly people. The recordings are presented in a beautifully crafted video for families to preserve as a keepsake of their loved one's life journey. Although these recordings were put on hold due to the pandemic, demand is increasing as families realise that this is their legacy and more important than any material possession. They want to ensure these stories are not forgotten.

In addition, RP also offers a variety of video services – storytelling has gone digital and an increasing number of businesses would like to tell the 'story' of their brand, organisation, product, etc.

To find out more, visit www.recaptureproductions.com.au

Subject: **Session 2 (60):** BUS370 (120hrs)
Session 3 (90): BUS220 (70hrs)

Specialisation: Management – analyse business in order to streamline and improve business structure and procedures

Location: Coogee, online management

Availability: 1 position

The position involves:

- Business analysis
- Reviewing systems procedures and developing manuals
- Financial planning

Further information:

Selection criteria:

- Good organisational skills
 - Ability to work independently and as part of a team
 - Perceptive to detail and optimal operations systems
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How to apply: Email cover letter, résumé, academic transcript and [Authority to Disclose Information](#) to Milena Ben-David, milena@recaptureproductions.com.au or call 0416492525 for further information.

Closing date: [Closing Date](#)

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