

JOB DESCRIPTION - MEDIA COORDINATOR

SCOPE:

Under general supervision, this contract position provides IT and Audio/Visual support for programs during the workshop season, as well as produce multimedia presentations for Marketing and PR. Additionally the Media Coordinator will be responsible for creating humorous weekly videos to present to workshop participants.

MAJOR RESPONSIBILITIES/DUTIES:

- Produce multimedia presentations using Adobe Premiere Pro.
- Set up and run presentations during the workshops season.
- Provide technical support, assistance and guidance to staff, instructors and participants.
- Maintain/update workshop equipment including computers, projectors, and other multimedia gear.
- Continuously calibrate projectors/computers during season.

REQUIREMENTS AND QUALIFICATIONS:

- Completion of, or current enrollment in, a Bachelor of Arts program.
- A creative sense of humor ensuring the ability to create humorous videos for workshop presentations.
- Proficient with operating systems and software, including Mac OSX, the Adobe Creative Cloud Applications, QuickTime Pro, Keynote, and others.
- Working knowledge of Digital SLR and Mirrorless cameras and audio recording equipment. Experience with Nikon cameras is a plus.
- Willingness and ability to learn about new technology.
- Strong troubleshooting skills.
- Ability to work independently, with minimal supervision.
- Detail oriented and organized with ability to manage multiple projects.
- Strong communication skills.
- Observe confidentiality guidelines with respect to staff and participants.