Job Title: Educational Media Producer

Function: Under the direction of the Director of Digital Learning the Educational Media Producer will help develop compelling multimedia objects in support of faculty teaching initiatives in digital learning, along with the team of instructional support specialists, and digital learning designers. The Educational Media Producer will support all aspects of the video and audio production process: pre-production, planning, logistics, recording, editing, incorporating feedback, animation and delivery. This includes assisting and coaching professors in the planning and preparation for video recording, field and studio recording, the creation and integration of graphics, titles and animated sequences, production of a final video product to be implemented into the learning management system, as well as care and maintenance of video production hardware. The Educational Media Producer has creative storytelling capabilities as well as strong video production, graphic, and editing skills.

Description of Duties and Tasks:

Essential Responsibilities:

- Develop compelling multimedia in collaboration with project partners on the Digital Learning Team and in consultation with professors/Subj ect matter experts
- Review and provide constructive feedback to faculty in planning video media content
- Provide coaching and feedback to faculty creating video content
- Carry out studio and field recordings of video and audio.
- Assist in the creation of delivering accessible media.
- Edit video, audio, and related media for presentations as needed.
- Craft animations and graphics, as needed, related to Digital Learning projects.
- Other duties as assigned by project demand.

Required Knowledge Skills and Abilities:

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Demonstrates a mature, growing relationship with Jesus Christ.
2. Must be committed to the mission and philosophies of Gordon College, including its Statement of Faith and Life and Conduct Statement.
3. Ability to work successfully with a range of people including: faculty, administration, students, staff, etc.
4. Self-starter with management and detail orientation.
5. Strong verbal and written skills.
6. Excellent organizational skills and project management skills ability to effectively and independently coordinate multiple tasks in a fast-paced environment; able to work on several deadlines at once
7. Knowledge of all aspects of video capture, production, editing, rendering, and publishing.
8. Extensive experience in camera operation and knowledge of photography
9. Proficient understanding of lighting techniques
10. Experience with shooting video in multiple formats and digital publishing.
11. Proficient with video editing tools.
12. Team player who thrives in collaboration with other multidisciplinary creatives
13. Highly creative, flexible and has a strong understanding of film production & best practices
14. Associates or Bachelor’s degree in video production or one to two years of experience in a related field.

Preferred Qualifications

1. Bachelor’s degree in video production
2. Five years of experience in producing dynamic video content
3. Job-related experience in higher education

Qualified candidates are asked to submit an application, a resume, and a portfolio or examples of the candidate’s completed work.

Position Code: PVS-EDMP-1
Grade: FLSA Status: