

Job Title: Media Productions Specialist

Supervisor: Communication Director

Employment Terms: 12 Months

Salary Range: \$15.45 - \$25.25

Location: START
5405 N. 99th Ave
Glendale, AZ 85305

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Create video assets for all types of projects, including paid media, organic social, internal and external – facing efforts.
- Provide video services in the area of: recruiting videos, testimonials, marketing, b-roll footage, drone, and 360 degree camera footage.
- Provide technical support for district’s podcast.
- Provide motion graphic services in the following areas: lower thirds, intros, outros, infographics, logo animations, icon animations, text animations.
- Provide photography services in the following areas: program photography, event photography, student lifestyle, professional headshots.
- Maintains media production equipment and trains staff on appropriate use of equipment.
- Maintain video asset library for internal and external use.

Knowledge and Skills:

- Proficient in Adobe Creative Cloud
- Proficient in Adobe Premiere Pro
- Proficient in Adobe After Effects
- Proficient in Adobe Photoshop
- Experience using DSLR cameras for photography and video shoots.
- Proficient with production equipment including audio and lighting equipment for field and studio production

Requirements:

- 1-3 years' experience with video filming, editing and motion graphics
- 1-3 years' experience with Adobe Creative Cloud
- Understanding of design principles, including composition, layout, color theory, typography
- Ability to handle multiple projects and details simultaneously
- Valid Arizona driver's license and access to insured and reliable transportation
- Must be able to sit at a computer terminal for two consecutive hours a time, lift up to 50 lbs
- Must be able to pass fingerprint and background checks.
- Ability to work both independently and in a team environment and manage work assignments.
- Willing to work a variety of hours, including some evenings and weekends, when required.
- May require travel to perform job functions.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: ASAP

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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