



Part-time Multimedia and Video Production Specialist

Overview:

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at www.summitcds.org.

This **Multimedia and Video Production Specialist** will require a variety of video proposals, social/digital media posts, video edits, among other assignments. The Specialist should be comfortable using video editing software to include transcription and visual effects. The selected individual should have the ability to work in a fast-paced and changing environment while maintaining close attention to detail and meeting deadlines. In addition, this person will be responsible for maintaining high standards for accuracy on spelling through disciplined fact checking.

Responsibilities:

- Provide production assistance, video editing, content research, and log footage.
- Research a variety of multimedia formats, including but not limited to web content, announcements, and digital signage using various social media platforms.
- Develop and execute video communications plans in partnership with a team.
- Shoot and edit photos and videos for web content and digital signage.
- Create layouts and designs for web content and digital signage.
- Source internal storytelling opportunities and lead the work to completion.
- Assist with requests for footage, imagery and logos.
- Support ongoing multimedia updates to The Summit Country Day School's external webpage.
- Provide other administrative duties as needed.

Qualifications:

- Must have a degree in Mass Communication, Marketing, Photography, Broadcasting, Digital Technology, Graphic Design or related degree.
- Must be available during normal business hours to attend meetings.
- Demonstrated skills in videography, video editing
- Current on appropriate communications technologies.
- Ability to work in a collaborative environment and under tight time deadlines and budgets.
- Creativity and high standards for quality and accuracy.
- Perform other duties as requested or assigned.