



# MULTIMEDIA ASSISTANT

## DEPARTMENT

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Marketing and College Relations - 6270

## QUALIFICATIONS

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- Digital photography and video experience required; a portfolio will be reviewed as well as a resume.
- Comfortable shooting live action in low and varying light situations.
- Knowledge of Adobe Photoshop, Premiere Pro, and Microsoft MovieMaker a plus.
- Highly responsible and dependable.
- Ability to handle social situations with gracious and respectful approach to artists, staff, faculty, trustees and other guests.
- Effective project management and organization skills. Detail oriented.

## DUTIES

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- Take photos at campus events, performances and activities.
- Create unique and engaging video content for use across institutional marketing platforms.
- Use Adobe Photoshop to catalog images, review with Marketing Manager, and export final selects into a digital image database in a timely manner.
- Use Adobe Photoshop to size photos for web and/or touch up images.
- Transport, set up, and operate production equipment including cameras, audio and video recorders, lighting equipment, props, and microphones for institutional multimedia needs.
- Operate and maintain proper levels and calibration of cameras, audio and video recorders, and other production equipment.
- Collect and catalog b-roll footage of campus for use in future projects.
- Support the team throughout the production process, which may include finding interview subjects, creating graphics, and obtaining royalty free music.

## COMPENSATION

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\$12 per hour.

## HOURS

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Up to 10 hours per week; some hours will be scheduled in the office, others will be flexible to accommodate event attendance and promotion.

## CONTACT

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