Position Title: Media Production Coordinator, Venture Development Center (VDC) – Misc. Wage Part Time

Title of Supervisor: Manager, Marketing and Events

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 20-28 hours per week, typically between the hours of 8:30 a.m. and 5:00 p.m., Monday – Friday. Work hours have some flexibility; Occasional work outside of normal business hours will be required for evening and weekend events.

CONTEXT OF THE JOB:

Under the supervision of the Manager, Marketing and Events, the Media Production Coordinator performs a wide range of responsibilities to develop and produce high quality video, audio, photography, and graphic design jobs for Horn Program educational, promotional, and entrepreneurial projects. All equipment, computers and software needed to fulfill these responsibilities is provided by the program.

MAJOR RESPONSIBILITIES:

- Manage the media production team (consisting of 3 student photography/video interns and 1 graphic designer)
- Schedule photography and video shoots
- Document events through photography and video, photograph head shots, interview subjects on video
- Film and edit educational curriculum and promotional videos for the Horn Program
- Manage and carry out media production projects requested by student businesses
- Edit photos and create content for social media
- Organize and back up photography and video files
- Perform other job-related duties as assigned

QUALIFICATIONS:

- Minimum high school diploma or GED and three years’ experience in photography, video, audio and graphic design
- Strong written and oral communication skills
- Ability to handle multiple assignments concurrently and re-prioritize; ability to adapt to rapid change
- Must be proficient in:
  - Photography and video with a DSLR camera
  - Capturing audio via lavalier microphones (wireless and wired), and shotgun microphones
  - Final Cut Pro X - Video and audio editing
  - Photography editing - Both raw and jpeg files
  - Lighting for photography and video and Speedlight flash photography
  - Adobe Creative Suite - Photoshop, Illustrator, InDesign
  - Microsoft Office - Word, PowerPoint, Excel
Wages: $14-20 per hour depending on skills and experience.

How to apply: Please submit your portfolio and resume along with the name, email address and telephone number of at least three references. Send all information to HornProgram@udel.edu.