



SEALASKA HERITAGE

POSITION DESCRIPTION

Audio/Video Specialist

INFORMATION

Department:	Communications & Publications
Reports to:	Communications & Publications Director
Location of Work:	Juneau, Alaska
Salary Grade:	(DOE)
Hours of Work:	Approximate 8:00am-4:30pm
Classification:	Non-Exempt
Date:	September 17, 2021

SUMMARY/OBJECTIVE

Under the supervision of the Communications and Publications Director, and under the guidance of the Media Technical Specialist, this position is responsible for assisting in all aspects of audio and video production.

ESSENTIAL FUNCTIONS

1. Videotaping events and other things as directed.
2. Transcribing footage.
3. Editing video using Adobe Premiere Pro.
4. Set-up and breakdown of equipment for livestreams.
5. Live switching among cameras for live events that may include multiple cameras and other platforms, such as Zoom.
6. Assisting the Media Technical Specialist as needed.
7. Managing SHI's YouTube account.
8. Assisting with photography as needed.
9. Assisting with the development of and updates to SHI's website.

COMPETENCIES

- Ability to shoot video, including interviews and b-roll
- Ability to transcribe interviews and other footage containing sound
- Ability to edit video
- Ability to assist in all aspects of livestreaming
- Ability to shoot photographs of events
- Organized and deadline-oriented
- Excellent collaboration skills

- Able to juggle multiple projects
- Ability to work well on own initiative and within a team
- Strong organizational skills and ability to manage priorities
- Proficiency in Adobe Suite (Photoshop, Premiere Pro)
- Knowledge of Southeast Alaska Native culture, art and history

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time permanent position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm. Coverage of events may commonly require Media work during non-work hours including weekends and after hours.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in videography, video production, journalism, communications, public affairs or related field
- Experience in video production and livestreaming

PREFERRED EDUCATION AND EXPERIENCE

- Experience with Adobe InDesign and Illustrator.



OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

