



POSITION DESCRIPTION

Media Technical Specialist

SUMMARY/OBJECTIVE

Under the supervision of the Media and Publications Director, responsible for assisting the Media and Publications department and the Development department in tasks such as the following:

ESSENTIAL FUNCTIONS

1. Making updates to the SHI website and store website
2. Strategizing ways to improve SHI online access to material.
3. Shooting and editing videos.
4. Updating SHI's media email distribution list.
5. Acting as a backup photographer for event coverage.
6. Developing live broadcasts of SHI events.
7. Lending technical support for audio/video systems.

COMPETENCIES

- Organized and deadline-oriented
- Excellent collaboration skills
- Ability to shoot and edit videos
- Ability to shoot and process photos
- Able to juggle multiple projects
- Ability to work well on own initiative and within a team
- Strong organizational skills and ability to manage priorities
- Assist with additional website copywriting, proofing, and updating as needed
- Proficiency in computer applications and web design
- 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 temporary position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in journalism, communications, public affairs or related field
- Experience in media, development, design and production (or relevant/related work experience).

PREFERRED EDUCATION AND EXPERIENCE

- Experience in video production and post production
- Experience with social media and marketing
- Technology experience in web design
- Knowledge of Adobe Premiere Pro, Photoshop, InDesign, Drupal and Shopify

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.

