

POSITION VACANCY

February 5, 2016

Name of Position:	Digital Media Technician
Application accepted through:	February 12, 2016
Effective date of employment:	March 1, 2016
Length of employment:	Part-Time with Benefits [30 hours per week]
Salary Range:	\$19,334-\$24,054

Position Requirements:

- An Associate's degree in photography, digital media, or related field with one to three years of experience.
- Applicant must be proficient with Adobe Photoshop.
- Applicant must be proficient with Final Cut Pro and/or Adobe Premiere.

Preferred Requirements:

- Experience with Adobe Illustrator, Adobe InDesign, Adobe After Effects.
- Experience using a content management system, such as Wordpress.
- Experience using social media, such as Facebook, Instagram, Twitter, Vimeo, YouTube, etc.
- The successful candidate will have a record of strong organizational skills, and be a team player who is able to develop and maintain strong working relationships with colleagues
- Experience using Microsoft Office software (Word, Excel, etc.), Google Collaborative Apps (Docs, Sheets, Forms, Sites, etc.), and good technical knowledge of operating computers (experience using a Mac computer helpful, but not required).
- Successful candidate will possess the skills needed to create digital media content to effectively convey information that informs and persuades the college audiences.
- Experience operating various audio/visual equipment a plus.
- Successful candidate must be able to lift and move audio/visual equipment, and must be able to occasionally lift up to 30 pounds and rarely lift up to 50 pounds.

Position Duties:

- The Digital Media Technician will actively seek, capture, and produce photos and videos of the various programs, departments, functions, and activities of the college.
- He/she generates, edits, publishes, and shares content that builds meaningful connections and encourages potential students, current students, and the community to take action.
- The technician produces digital media content for the purpose of expanding and showcasing WCC's online footprint. These media include video, audio/podcast, photography, infographic, as

well as content specifically produced for posting on WCC's websites, social media sites, and other new media sites.

- He/she manages the creation and production of videos, including: concept/theme development, production planning, and execution of all steps resulting in a final product. The technician will also coordinate with stakeholders to draft scripts and storyboards for video production.
- The technician coordinates with the Marketing and Recruiting Specialist and the Public Information Officer to produce marketing, informational, and publicity digital media projects.
- He/she will coordinate, photograph, and produce studio portrait assignments.
- He/she schedules and manages media duplication and conversion of various audio and video formats, and produces approved labeling for DVDs and CDs in accordance with the college visual identity guide.
- The technician produces artwork and manages scheduling for the college's digital signage.
- The technician's work schedule includes the video and photo coverage of events and functions that occasionally occur in the evening.
- He/she operates the sound system and lights in the Moffatt Auditorium for various college-sponsored events.

Note: Candidates invited for an interview should provide a portfolio of their work in photography, video production, and audio recording.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer.*

APPLICATIONS: *Submit an original Wayne Community College employment application and all support materials, including a copy of transcripts of all post secondary studies to: Human Resources, Wayne Community College, P O Box 8002, Goldsboro, NC 27533-8002. Applications may be downloaded from our website at www.waynec.edu. Applications will be screened and the most qualified applicants interviewed. Applicants will be notified when the position has been filled.*