

Media Coordinator

The Media Coordinator will oversee all aspects of media production, and direct fulfillment of company objectives and initiatives. They will schedule and ensure proper utilization of Camp Ozark's media facilities, equipment and personnel. Will be required to complete assignments within strict media deadlines. Must be familiar with a variety of media production concepts, practices and procedures. Will perform a variety of tasks and must possess the necessary judgment and discipline to plan and accomplish goals. Will lead and direct the work of others. A wide degree of creativity and the ability to work independently is expected. The Media Coordinator will report to the Associate Director of Media.

Primary Technical Skills Required:

- Graphic Design (e.g. InDesign, Illustrator, Photoshop)
- Video Editing (e.g. Adobe Premiere, Final Cut Pro, After Effects)
- DVD Authoring and Encoding (e.g. Studio Pro, Adobe Encore)
- Photo Editing (e.g. Photoshop, Lightroom)

Secondary Technical Skills Desired:

- Video/Photo shooting
- Audio recording/editing/production
- Media asset management and organization
- A/V equipment proficiency – video projectors, sound systems, lighting,
- Podcasting
- Computer presentation software (e.g. PowerPoint, ProPresenter, Prezi)

ROLES AND RESPONSIBILITIES

VIDEO PRODUCTION

- Various video projects – both summer and non-summer projects
- DVD authoring, including menus
- Website-specific video content
- Management of video footage assets

PRINT DESIGN

- Marketing and promotional pieces
- Recruiting materials
- Informational/Display materials

GRAPHIC DESIGN

- Website
- Social Media
- Email
- Print

SUMMER MEDIA TEAM SUPERVISOR

- Secondary interviews of media team prospects (photographers and videographers)
- Summer supervision and management of media team
- Assist with 3rd party media contract team(s)
- Oversee planning, production and delivery of all summer video projects

MEDIA EQUIPMENT AND SUPPLIES MANAGEMENT

- All video, photo and audio equipment and supplies
- Scrims, light kits and other accessory equipment

OTHER

- Summer Staff Recruiting – media specific, and only as needed
- Pre-camp setup of all A/V equipment; prepare media room
- Post-camp takedown of all A/V equipment
- Assist with summer A/V (video and sound systems)
- Assist with Yearbook design and production
- Computer/file management and trouble-shooting