# Multimedia Specialist

(Job Number: 59400BR)

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<th>Campus/Location</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is a grant-funded position and is contingent on future grant funding.</td>
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<td>Close Date</td>
<td>March 16, 2020</td>
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<td>Salary</td>
<td>Depends on Experience</td>
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## Job Description

The Office of Scholarship & Innovation at Mary Lou Fulton Teachers College is seeking to hire a Multimedia Specialist to join the multimedia team, and support the digital media needs of the Technology Initiatives team. This will include designing, developing, and delivering video, multimedia, and written content around a variety of media projects that support the college’s work around principled innovation and other initiatives, to be used in a variety of online and print contexts. The Multimedia Specialist must be a creative, flexible, and positive individual who can quickly grasp complex topics and communicate them effectively through a range of media to diverse audiences. The successful candidate will be detail-oriented and able to turn work around quickly, and comfortable working both independently and collaboratively. In addition, the Multimedia Specialist will be part of the team developing the College’s distinctive approach to principled innovation, character development, and how character informs our work with our students, faculty, staff, and community partners.

Designs, develops and delivers visual, multimedia, animation, sound, and graphic elements in support of website, online, traditional media content.

## Essential Duties

Reporting to the Director of Technology Initiatives, the Multimedia Specialist’s responsibilities will include:

- Designs, creates, delivers and modifies multimedia and web-based graphics, video and sound elements
- Determines format, approach, content, level and medium to most effectively achieve desired media results
- Develops layout design and concept, selects and secures appropriate illustrative, photographic and sound materials
- Tests new multimedia technologies and evaluates educational applications
- Coordinates and performs technical duties in production of video broadcasts, podcasts, streaming and other field and/or studio productions to ensure seamless sequencing of images and sounds
- Serves as producer and/or director of video and still photographic events; schedules equipment, selects location(s) and develops storyboard; completes all post production editing and/or integration of elements to achieve desired outcome
- Remains abreast of technology directions, initiatives and trends within scope of expertise to provide ideas, guidance and recommendations
- Using industry-standard production approaches to storytelling and documentation through traditional and contemporary media, including video, audio, and written works
### Minimum Qualifications
Bachelor's degree in Graphic Design, Graphic Arts, or a related area. **GRAPHICS** (Proficiency) 2 years Macromedia Flash, Adobe Photoshop, Illustrator - or - **VIDEO** (Proficiency) 2 years video/audio production.

### Desired Qualifications
- Experience with digital media production including: audio, video, and graphic elements for social media, websites, and print media
- Experience in planning, implementing and shooting basic video, and produce basic programs as assigned
- Experience in setting up audio and compose lighting to competent standards
- Demonstrated working knowledge with video/audio production equipment (cameras, mixers, etc.); digitizing; video/audio post-processing and media conversion
- Evidence of writing with editorial experience
- Evidence of effective oral communication and interpersonal skills
- Demonstrated knowledge of design principles (form, color, composition, etc.)
- Experience with Adobe Creative Suite applications (Photoshop, In-Design, Illustrator, Premier, AfterEffects) or related
- Experience with motion graphics, illustrations, and vector graphics
- Experience working independently with minimal oversight / and working in small production teams
- Experience working with ambiguity and change in work environment
- Evidence of a Bachelor's degree in Digital Media, Communications, Journalism, Graphic Design, Graphic Arts, or a related area

### Working Environment
- Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing and walking.
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching, lifting and pushing objects of varying weights up to 50 pounds
- Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties
- May include exposure to external environment/climate conditions including walking on uneven surfaces, climbing and high temperatures.
- **VIDEO**: Essential duties may also require location work which may occur in adverse weather conditions. Locations may be interior/exterior in perhaps rugged conditions.
- Fragile electronic equipment must be transported both manually and with the assistance of portage devices.
- Operation of video and photographic equipment may be handheld for extended periods.
- Some equipment, such as lighting and cabling, can be dangerous during operation and setup.
- Regular review of completed tasks

### Department Statement
ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.

MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.
MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

**Employment Verification**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. [https://cfo.asu.edu/applicant](https://cfo.asu.edu/applicant)