



Media Content Producer

OVERVIEW

The **Media Content Producer** is responsible for leading a team of video and audio producers to create excellent multimedia content for District. The successful candidate will set a high standard for all other staff members with unique and innovative videos that are produced in a timely manner and to a very high standard of excellence.

This is a yearly position from Spring 24- Winter 25. The candidate will uphold the job responsibilities and duties of the position to the best of their ability for the full contract length.

JOB RESPONSIBILITIES

- Work two to three hours per week, with one to be served in the Student Media Center.
- Produce 5 videos or multimedia content on any topic throughout the quarter, averaging 1 piece every two weeks.
- Supervise work assigning, editing and posting videos produced by staff in accordance with established deadlines.
- Uphold District's high standard of journalism and AP Style.
- Effectively use office hours to produce and edit content.
- Lead and mentor contributors. Regularly meet with videographers, photographers and editors to critique work.
- Plan and lead one Workshop for contributors and staff in your area of expertise and approved by Editor-in-Chief and Director of Student Media per quarter.
- Pitch stories at the editor meetings.
- Mentor new staff members and identify students with strong talent and potential. Regularly communicate with those individuals about video opportunities.
- Recruit staff through at least one classroom visit or similar marketing event per quarter.
- Effectively communicate with staff.
- Check staff, student emails and slack accounts and reply within 24 hours.
- Attend staff meetings on Sundays and Wednesdays. Planned absences should be announced at least 8 hours prior to the meeting.
- Track all equipment usage and checkouts with assistance from the Chief Photo Editor. The Media Content Producer and Photo Editors are responsible for knowing where equipment is at all times.
- Perform other duties as assigned by District Editor in Chief or Director of Student Media.

WHAT TO SUBMIT

Please submit the following in your application:

- Cover letter — clearly indicate which position you are applying for
- Three relevant portfolio examples — preferably news writing
- Resume

Application Due Monday, February 26th

PLEASE EMAIL APPLICATION TO editor@scaddistrict.com