

TCMedia delivers communication resources that build stronger communities.



Community Media Education & Production Coordinator

Full-time, hourly non-exempt
\$16-18 per hour with generous benefits package.
Reports to Director of Community and Member Engagement

You love watching the bulbs light up when people “get it”. You’re a creative and future-focused person with a passion for what’s next in the world of media. The Community Media Education & Production Coordinator will be responsible for designing, implementing, and carrying out TCMedia’s training and education programs that support our mission.

Typical Duties:

Media Education

Design curricula on emergent digital media technology and make recommendations on equipment purchases. Develop project-based learning for courses including studio production, field production, editing, audio production, and more.

- Teach workshops to a variety of age groups; enthusiastically share knowledge of highly complex equipment and production in common terms to community users of all ages, and various levels of expertise with professionalism and patience.
- Organize and deliver Young Producer’s Network (YPN) summer camps and supervise temporary staff.
- Plan master class series for advanced courses taught by industry professionals.
- Manage periodic continuous learning series for community members and public.
- Create and implement test-out and examination procedures.
- Provide ongoing mentorship to TCMedia members and students.
- Manage member records through online database, ensuring correct certification.
- Coordinate enrichment classes for new and existing staff.

Video Production

- Coordinate and produce community productions working with TCMedia member volunteers as crew.
- Produce and direct field and studio productions using single-camera and multi-camera techniques using portable equipment, TCMedia studio, or TCMedia production truck.
- Assemble crews for community productions with current students and volunteers.

Administrative and Communications Support

- Assist with general administrative duties including but not limited to: answering phones, preparing mailings, copying forms and documents, greeting guests, conducting tours, and answering questions.
- Coordinate with the Director of Community and Member Engagement in promotion of course offerings.
- Other duties as assigned.

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Demonstrated Ability To:

- Work creatively and flexibly in a collaborative team environment, operating autonomously under minimal supervision and to provide and accept direction, supervision and guidance when appropriate.
- Convey a warm, friendly, respectful, and professional public manner. Demonstrated competency when interacting with diverse groups and individuals of differing backgrounds.
- Positively represent TCMedia as an organization while working in the field.
- Arrive early to meetings and classes.
- Meet deadlines and demonstrate advanced project management skills.
- Excellent written and oral communication skills.
- Research and analyze technology tools; train and mentor non-techie staff and volunteers.

Minimum Qualifications:

- Associates (AA) degree in communications, media production, broadcasting, education, or closely related field. A combination of professional experience and training may substitute for formal education.
- Mastery of media production. Demonstrated expertise in: producing/directing/shooting/editing multi-camera and single-camera video productions; camera operation; lighting; sound engineering; editing with Adobe Creative Suite or Final Cut Pro X. Experience with iPad video editing and digital media apps, uploading video to the web, and/or podcasting.
- Fluency in Mac OS X and/or Windows environment computer experience with graphics, word processing, Internet, and database tools.
- Ability to take initiative and solve problems in a fast-paced environment and communicate immediate concerns, bringing solutions to team and supervisors.
- Commitment to ensuring media tools, technology, and training are accessible to all people.

Expectations:

- Weekend and evening shifts are a requirement for this position.
- Must possess and maintain a valid Washington State driver's license and safe driving record.

Desired:

- Ability to converse and conduct classes with Spanish speaking individuals.

Apply:

Thurston Community Media is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit a PDF resume, link to a reel and cover letter detailing your experience and interest in working at TCMedia. Send via email to **Andrea Capere, Director of Community and Member Engagement - acapere@tcmmedia.org**. Please include "Community Media Education & Production Coordinator" in the subject line of your email. **Please, no phone calls or hard copies of materials through the postal service.**

Open until filled. First review of applications will begin November 19, 2018.

Applicants under consideration must pass a background check.