



Media Education & Youth Engagement Coordinator

Reports to: CEO

Hourly nonexempt: \$19 -\$21 hour

Schedule: 32-40 hours weekly, some evenings & weekends required

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 Media Education & Youth Engagement Coordinator is responsible for designing, implementing, and carrying out TCMedia’s training and education programs that support our mission.

Typical Duties:

Media Education

- Design curricula on new and emergent digital media technology and make recommendations on equipment purchases. Develops and implements 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.
- Plan master class series for advanced courses taught by industry professionals.
- Manage periodic continuous learning series for community members and the public.
- Reviews/revises/implement test-out and examination procedures for skilled volunteers
- Provide ongoing mentorship to TCMedia community volunteers and students.
- Manage member records through online database, ensuring correct certification.
- Coordinate enrichment classes for new and existing staff.

Youth Engagement

- Design and implement opportunities for youth engagement and involvement
- Organize and deliver our Young Producer’s Network (YPN) services and summer camp programs.
- Develop and supervise opportunities for youth internships

Media Production

- As assigned, supports TCMedia production activities as a staff producer, director, or crew member
- Collaborates with TCMedia staff to produce videos to promote media education & youth programs
- Coordinate and produce community productions working with TCMedia volunteers and staff 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

- Assists with promotion of classes and youth programs
- Assists with general administrative duties including but not limited to: answering phones, preparing mailings, copying forms and documents, greeting guests, conducting tours, and answering questions.



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.
- 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:

- 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.

Desireable:

- We want to ensure our services are inclusive and accessible to all people in the greater Thurston County area. The ability to converse and conduct classes in any language, other than English, that is prevalent in the community is highly desirable.

Expectations:

- Some 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.

Apply:

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

Note to Applicants: If you believe you can be successful in this position, we want you to apply. Studies have shown that some people in certain demographics are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. TCMedia is committed to building a diverse and inclusive organization. We urge you to apply, even if you don't think you meet every one of the qualifications listed or if you require a reasonable accommodation to apply for or perform job duties.

We are working to ensure our operations and services are welcoming, supportive, and accessible to all people. Members of the BIPOC and LGBTQ+ communities, underrepresented groups, veterans, and bi- or multi-lingual individuals are encouraged to apply.



Deadlines and process:

- This position is open until filled.
- Priority will be given to applications received by May 31, 2022. Applications will be screened as they are received.
- Initial interviews will be held via ZOOM in June.
- Additional interviews will be in-person.

To Apply:

Send a PDF file of your resume and a letter introducing yourself to us. Please put 'Media Education Coordinator' in the subject line and include links to examples of your video/film production work.

Email: dvinsel@tcmedia.org

Questions: Feel free to email dvinsel@tcmedia.org,