



Example of Multimedia Editor Job Description

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Our innovative and growing company is looking to fill the role of multimedia editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for multimedia editor

- Increase audience and engagement by through visual storytelling and compelling and exclusive images
- Create monthly content reports
- Increase number of videos created by and published on InStyle.com
- Evaluate ROI and produce in-house images, GIFS, and videos with both social sharability and long-term value
- Discover and nurture relationships with new talents
- Hire and direct freelance creators, photographers and videographers on assignments
- Collaborate with Audience Development team to create visuals for social media platforms that increase engagement and followers
- Maintain and monitor daily workload and team priorities
- Maintain high quality of key images on homepage and other important promotional items
- Manage \$400,000 annual budget, including agency fees and freelancer costs

Qualifications for multimedia editor

- Negotiate rates and contracts with agencies and individual creators
- Oversee documentation and invoice payments for photo usage, rights management and reporting
- Train non-photo team employees on basic photo editing skills and tools

- Keep abreast of technology developments to strive for increased efficiencies and speed through tools and workflow
- Ability to shoot photos and video is a plus