



# Example of Multimedia Specialist Job Description

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Our company is growing rapidly and is hiring for a multimedia specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for multimedia specialist

- Conduct content audit of school's website
- Oversee team of content editors
- Oversee School's digital signage
- Create and update content for the Career Services website, a blog and multiple social media platforms, adhering to departmental and University standards
- Provide copyediting and proofing support of print and digital projects, working with vendors as needed
- Collaborate with team members and assist in the development of new and existing communication strategies for events and initiatives
- Provide support for event planning and execution, including social media coverage
- Contribute to preparation of departmental reports
- Manage program descriptions, logistical information and RSVP links for programming calendar
- Develops unique specialty content, such as 3D animation, special visual effects, narration and sound effects, original video, audio or video editing, dynamic maps, graphics, or databases, illustrations

## Qualifications for multimedia specialist

- Proficiency Apple Keynote
- Bachelor's degree, preferably in communications or marketing with at least

- Strong interpersonal communication skills with the ability to work well with all levels of internal management and staff, students, alumni, employers and parents
- Must be proactive, able to work independently and still know when to ask supervisor for direction or support
- Demonstrated understanding of the importance of diversity, equity and inclusion within the workplace and in all interactions with all constituents and stakeholders
- Capable of managing and prioritizing multiple projects while meeting deadlines and producing high-quality work