



# Example of Multimedia Specialist Job Description

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Our company is hiring for a multimedia specialist. 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 specialist

- End-to-end production of training videos (pre- through post-)
- Coordinate video/filming production efforts with other multimedia developers, trainers, and subject matter experts in a clear and timely manner
- Maintain A/V and production equipment
- Manage library/inventory of multimedia and video assets
- Cast and rehearse with talent, and direct them on-camera
- Produce high quality video-based training content
- Operate a professional HD video camera and multi-camera setups
- Set up and configure studio lighting
- Microphone set up and sound leveling
- Work in a green screen environment, as necessary

## Qualifications for multimedia specialist

- Strong focus on problem-solving and process-improvement
- Must be able to lift and carry equipment up to 50lbs
- Must be able to work with possible shifted work weeks depending on project schedule and queue, when applicable
- Proficiency with campaign reporting skills such as DFP, Adwords, Tableau, Moat and Microsoft Word, Excel, and PowerPoint required
- Demonstration of the above key competency areas of Results, Strategy, Communication, Collaboration & Change Management

