



# Example of Multimedia Specialist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a multimedia specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for multimedia specialist

- Assist on the preparation and review of project documentation
- Familiarity with adult learning theory and processes
- Experience with Learning Management Systems
- In close collaboration with the Creative Services and Digital Content teams, you will partner on storyboard and script development, lighting design, studio design
- Be the 'go-to' individual within the team for major 'news style' video projects – both internal and external PM videos, Industry In-the-Know/Tip videos, before/after DIY videos, webinar, assists in the social-sharing of the video content
- Initiate and develop ideas with policy, editorial, and communications staff
- Manage resources and monitor expenditures to ensure that projects meet the needs of the organization
- Supervise and edit weekly communications to internal stakeholders that update planned and/or published content
- Work closely and collaboratively with the Creative Services teams and Director of Marketing to ensure consistency with other in-house creative output and brand standards
- Lead and manage all aspects of the day-to-day workflow, with particular focus on meeting deadlines, and improving efficiency and quality

## Qualifications for multimedia specialist

- 1 year of Studio experience
- Bachelor's degree in graphic design, multimedia design, art graphic design, web design, visual communication or related field
- Minimum 3 years recent experience in graphic design or multimedia environment
- Must be able to develop multimedia interactives
- Experience using Data visualization techniques, including the ability to quickly assimilate large amounts of data into comprehensive, cohesive, and digestible delivery