



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

- Develop and maintain written standard operating procedures
- Promptly respond to requests from customers, colleagues and other stakeholders
- Build and manage a deep list of producers, videographers, editors and other vendors to support video within the geographical footprint served by CSAA IG
- Serve as creative lead for project concepting and production to create a variety of graphics, shoot and edit a wide range of videos
- Develop/edit video to be used as advertising
- Provide expertise to help guide development of multimedia content plans to complement retail marketing plans
- Leveraging creative brief, schedule kick off with Senior Manager
- Develop video concept look and feel
- Create an archive of B-roll footage from key trade shows/events showing crowds, speakers
- Leveraging brand guidelines, develop look and feel creative direction for all reoccurring multimedia content- Market Updates, IMX, Client Onboarding

Qualifications for multimedia specialist

- Online portfolio of video and photography work is required
- At least 3 years of experience in a professional Video Production role or at

- Strong communication skills, including the ability to describe complex visualization concepts
- Portfolio review prior to hiring is required
- Bachelor's Degree or equivalent work experience plus two (2) years' experience in Multimedia / recording / editing or related experience
- Working knowledge of media production, communication, and dissemination techniques and methods