**Multimedia Project Coordinator Job Description**

**Classification Title:** Multimedia Project Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Minimum Pay:** $60,000.00

**Job Description Summary:**

The Multimedia Project Coordinator, under general supervision, coordinates and directs the details of multiple multimedia related projects.

**Essential Duties and Tasks:**

**40%: Develop and Create Photos and Videos**

* Works with internal and external marketing and communications teams to create, produce, film/photograph and edit digital media content to support the mission of the Division of Marketing and Communications and Texas A&M University.
* Recommends creative vision.
* Properly archives and masters digital assets.

**20%: Develop and Maintain Campus Images**

* Supplies local, national, and world media with moving and still imagery of campus and campus events.
* Provides consulting and support to campus community on effective imagery and videography.

**20%: Information Awareness**

* Maintains awareness and knowledge of current photography and videography production trends and technological advances.
* Performs other duties as assigned.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Education and Experience**

* Three years of related multimedia experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others
* Proficiency with Macintosh systems and utilities
* Mastery of digital SLR and Cinema cameras, image editing, cinema camera operations, set design, continuous and strobe lighting, post-production editing, color grading, and audio editing
* Proficient in Apple Final Cut, Adobe Premiere Pro, After Effects, and Photoshop

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Work outside of standard work hours, including evenings and weekends.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**