



EXTERNAL JOB POSTING
May 22nd, 2019

Video Production & Graphic Designer Coordinator
Full-time Contract Position

University Students' Council of the University of Western Ontario is seeking a Video Production & Graphic Design Coordinator for the Promotions department on a full-time basis for a 1-year contract. There is potential for this position to be extended to a permanent role. This position is within the Collective Bargaining Unit and has a competitive pay rate.

Reporting to the Manager of Promotions, the successful candidate's main role would be to develop aspects of content creation that include video production and graphic design for the promotion of USC services, events, operations and branding. The ideal candidate will possess a technical understanding of various cameras (DSLR, action cameras, camcorders etc.) as well as a proficiency with photo, video and audio editing software. In addition, the candidate must have excellent working knowledge in design to print process as well as; Adobe Photoshop, Adobe Acrobat, Adobe Illustrator, Adobe InDesign, QuarkXPress and Desktop/ Electronic Publishing & Graphics.

The ideal candidate will have excellent communication skills and be able to lead and supervise others. In addition, they must have a willingness for continuous learning and have skill in learning how to use and implement new technologies. The successful candidate will have a Bachelor's Degree or Diploma in Information and Media Studies, equivalent field, or at least 3-5 years of experience in promotional and video production as well as graphic design.

The successful candidate must be highly motivated, show initiative, and possess problem solving skills. Must be able to work unsupervised

Hours of work are 8:30 am – 4:30 pm from Monday to Friday however these hours are subject to change due to fluctuating operating hours. During peak periods the hours of work may be adjusted to accommodate increased work load. Occasional overtime may be required.

Please forward resume for review by June 5th, 2019 at 4:30 p.m. to:

Note successful candidates will be required to present a portfolio during the interview process.

**USC People and Development
University Students' Council of The University of Western Ontario
Room 340, UCC Bldg.
London, ON N6A 3K7
FAX: (519) 661-2094
applications@westernusc.ca**

Please note: The Corporation is currently accepting resumes from USC Bargaining Unit Employees and other internal applicants as per the Collective Bargaining Agreement. Only those deemed qualified will receive notification of an interview.

The University Students' Council of the University of Western Ontario is an equal opportunity employer.

The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.

Job Title: Video Production & Graphic Designer Coordinator
Immediate Supervisor: Manager, Promotions

Division/ Department: USC Promotions
Effective Date: May 22, 2019

Position Summary:

To develop aspects of content creation that include video production and graphic design for the promotion of USC services, events, operations and branding.

Position Responsibilities:

1. OPERATIONAL

- Coordinate and produce video content and graphic design for various marketing initiatives.
- Work with USC Promotions team to schedule, prioritize and publish USC promotional campaigns and content.
- Monitor work progress to establish deadlines for and to oversee the quality of assigned work.
- Provide experiential learning experiences for department Interns and Volunteers.
- Design and create logos, graphics, mechanical art, drawings and illustrations using both traditional and electronic methods.
- Generate digital files that are press-ready.
- Resolve system failures, software conflicts, storage and archiving problems and other operating situations.
- Assemble documents and artwork using a desktop publishing system comprised of assorted software packages.

2. ADMINISTRATION

- Provide semi-annual performance feedback to department Interns.
- Responsible for hiring Interns and Volunteers alongside HR.

- Archiving/scanning invoices for paperless storage
- Provide work schedules for part-time and intern staff.

3. CUSTOMER SERVICE

- Provide video production and design consultation to internal stakeholders.
- Work with USC Managers, Executives, Coordinators, Interns, and Associates to create promotional video and graphic design content.
- Coordinate content intake from external stakeholders and partners for promotional use at events and UCC display advertising.
- Handle customer complaints.
- Advise clients on appropriate fee structures and turnaround time.

4. SUPERVISION

- Hire Interns and Volunteers for the USC Promotions team.
- Lead a group of Interns and Volunteers through concept to completion of USC promotional projects.
- Responsible for training, providing orientation and continuous feedback for Interns and Volunteers.
- Provide work schedules for Volunteers and Interns on a regular basis.
- Monitor activities and output of Interns and Volunteers.
- Act as a mentor to Interns and Volunteers in the USC Promotions department by providing a valuable learning experience.

5. FINANCIAL

- Prepare billing invoices.
- Prepare quotes, work orders and input sales into POS.

Other Responsibilities as assigned by the Senior Manager, Promotions & Commercial Partnerships.

REPORTS TO: Manager, USC Promotions

CONTACTS:

INTERNAL: USC Managers, USC Staff, USC Executive Council, USC Coordinators, USC Interns

EXTERNAL: Community Partners, Western University

EDUCATION: Degree or diploma in Information & Media Studies or related discipline with a strong emphasis on video production and graphic design.

EXPERIENCE:

- 3-5 years experience in promotional video production.
- Complete understanding of design to print process (how should completed files be received by the printer – including: high resolution photos, color for cmyk and spot breakdown, line screens, and font usage.)
- Excellent working knowledge in the following areas (3 to 5 years experience):

- Adobe Photoshop
- Adobe Acrobat
- Adobe Illustrator
- Adobe InDesign
- QuarkXPress
- Desktop/Electronic Publishing & Graphics
- Adaptability to new developments in graphic design and publishing software.
- Experience with audio recording and mixing (Knowledge in ADR, Foley, Voice-overs, Film Scoring are assets).
- Technical understanding of various cameras (DSLR, actions cameras, camcorders, etc.)
- Proficient with photo, video and audio editing software (Adobe Lightroom, Adobe Photoshop, Adobe Premiere Pro, Adobe After Effects).
- Proficient with various computer applications (Dropbox, Google Drive, Trello).
- Experience working with social media platforms for promotional purposes.
- Ability to work independently and as part of a team on multiple projects continually.
- Adaptability to new developments and projects.
- Creative problem solving skills.
- Excellent communication, presentation, and interpersonal skills.
- Ability to lead a team of interns in the production of photos and videos for promotional purposes, while providing a superior experiential learning experience.
- Ability to translate stakeholder's needs and ideas into a professional and appealing photography / video promotions.
- Ability and willingness to take direction / constructive criticism.
- Strong organizational skills with the ability to prioritize and multi-task.
- Excellent verbal and written communication skills.
- Knowledge, training or experience in graphic design is an asset.
- Knowledge of Western University and the University Students' Council is an asset.

OTHER CONSIDERATION/SKILLS:

Communication skills, ability to self-motivate, team leader, willingness for continuous learning, skill in learning how to use and implement new technologies. Must be prepared to work a flexible schedule including days, evenings and weekends.

WORKING CONDITIONS:

- Occasionally required to work some nights and weekends during peak times to meet deadlines and provide photographic / video coverage
- Frequent sitting at a computer terminal for extended periods; occasional light lifting. Working at a variety of locations.