

**DIGITAL MULTIMEDIA TECHNICIAN
COMMUNICATIONS AND COMMUNITY ENGAGEMENT
0.50FTE POSITION**

\$48, 629 per annum based on 1.0FTE (starting salary is non-negotiable)

SCOPE

Reporting to the Manager of Communications and Community Engagement, the Digital Multimedia Technician will be an integral member of the team who delivers on a variety of multimedia projects to support the digital engagement strategy of the Hamilton-Wentworth District School Board.

DUTIES

1. Develop digital media content for system, public relations and resource training.
2. Video preproduction, acquisition and post production for system resource videos.
3. Script preparation in collaboration with the Communications Officers and Manager to tell the great stories of students, staff, parents and community in HWDSB through video.
4. Provide graphic design support and backup to HWDSB's Web / Graphic Designer, as well as illustration for the Board to promote the Board's brand
5. Proficient photography skills
6. Engage audiences through various social media platforms
7. Develop interactive multimedia projects for internal system training and support.
8. Maintain HWDSB's YouTube Channel and Live Streaming software service of Board meetings
9. May be required to troubleshoot and perform minor equipment installation, maintenance and repair as well as make recommendations of equipment purchases
10. Other duties as assigned

QUALIFICATIONS

1. 3 year College diploma or university program in multimedia, video production, graphic design, or equivalent
2. High proficiency in computer related software (i.e. Adobe Creative Cloud)
3. Video production and photography mandatory
4. Ability to conceptualize creative ideas for digital media
5. A strong knowledge of web design standards
6. The ability to meet pre-established completion timeframes for digital/design/web development projects
7. Knowledge of creating digital content that is AODA compliant (Accessibility for Ontarians with Disabilities Act)
8. Travel is required.

APPLICATIONS

If you are interested, please submit a letter of application and curriculum vitae outlining how your qualifications and experience related to this opportunity.

Deadline for submission is **4:00 p.m. on Friday, November 24, 2017**

Please apply to: Leticia Goddard
Human Resources Officer
Hamilton-Wentworth District School Board
20 Education Court
Hamilton, Ontario L9A 0B9

Fax: 905-521-2543

e-mail: mycareerOCTU@hwdsb.on.ca

Please note job title in subject line of the email.

Applicants are thanked in advance for their interest in this position, however, only those scheduled for an interview will be contacted.

Accommodation for applicants is available in the recruitment process.