

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

Salary \$49, 606 (based on a 1.0FTE)

Start Date: As Soon As Possible – June 28, 2019 (end date may be revised)

Schedule: Monday, Wednesday alternating Fridays

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

Deadline for submission is **4:00 p.m. on Friday, March 22, 2019**

Please apply to: Danielle Meville, Acting Human Resources Staffing Officer
Hamilton-Wentworth District School Board
P.O. Box 2558
Hamilton, Ontario L8N 3L1
Fax: 905-521-2543
e-mail: mycareerOCTU@hwdsb.on.ca

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted.

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.