

textile museum

OF CANADA

Digital Media Producer

REPORTS TO: Education & Interpretation Coordinator, project manager for the Social Being project.

POSITION TYPE: 25-week contract position, part-time 20 hours per week. The position requires availability for occasional evenings and weekends.

WORK ENVIRONMENT: Hybrid working environment requires working both remotely and onsite at the Museum.

Working closely with the Programming team, the Digital Media Producer will create audio and video digital content for Social Being, a project composed of a series of digital live and filmed programs such as lectures, interviews, and workshops.

These programs aim to bring people together and diversify awareness and understanding of the social, economic and political relevance of hand-made textiles today. The Digital Media Producer will follow Museum brand guidelines to ensure their messaging is consistent with the Museum's vision and mandate.

Responsibilities:

- Communicate with programming team and other project stakeholders to build engaging audio/visual material that meets user needs and production goals
- Develop engaging audio and video content for the Museum's digital channels – website, Instagram, YouTube, Facebook that are authentic, compelling and on-brand
- Identify suitable digital platforms aligned to project objectives, considering best practices, accessibility and sustainability
- Manage all digital video assets, including regular maintenance and archiving of content
- Work to further the goals and objectives of the Museum and participate actively in the life of the institution. Act in a respectful, accountable, and generous manner towards other staff, volunteers, and the general public

Qualifications:

- Knowledge and experience for best practices, tools and processes for publishing original online video
- Possessing a solid understanding of technology and using it to manage the creation of content for digital formats
- Demonstrated experience in video, web and graphic design
- Proficient with video, editing and graphic design platforms
- Organized and proactive
- Ability to collaborate and a great team spirit
- Must have: A portfolio demonstrating relevant experience
- Demonstrated competency in areas such as: Graphic Design, Digital Design, Broadcasting, Multimedia, Communications, Digital Marketing or related field

Part time contract position – 20 hours a week at \$25/hour.

Deadline for application: January 4, 2021

How to Apply:

Qualified candidates should email their cover letter and resume (including email and phone #'s) as a single document attachment, along with a digital portfolio to hrsearch@textilemuseum.ca. The email subject line should read <title of position applied for> <followed by applicant's last name>.

Kindly note that we will accept no phone calls. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access and Equity Policy. Respect, accountability, and a generous manner towards other staff, volunteers, and the general public are requirements for all staff. The Museum is committed to achieving representation of equity-seeking groups by ensuring that members of said communities have unbiased access to employment. The Textile Museum of Canada is an equal opportunity employer.