

East Bay Center for the Performing Arts

Job Description for **Digital Media Manager**

Job Classification: *Regular part time hourly; non-exempt.*

Hours: *20 Hours/week-*

Reports to: Ruthie Dineen or Deputy Director and/or Mac Layne, Grants Manager.

Job Description Summary

As **Digital Media Manager:** you will shoot, edit, plan, organize and archive/preserve, manage and deploy, digital media assets for East Bay Center. Your work will be instrumental in helping the Center secure funding from a variety of private foundations, and other institutional and governmental grant-making organizations. In addition, your work may be an important part of social media outreach campaigns, student and faculty portfolios, and other stakeholder initiatives. You will join a small, dedicated staff communicating the Center's critical impact in the lives of its young students by contributing technical experience in digital needs across departments as requested. As requested, you may also be asked to draw upon your technical production experience and skills to fill in or assist in audio and or production planning and events.

General Work Load:

Most of you time will be devoted to consulting with development around deadlines and reel requirements, planning shoots, acquiring footage, coordinating other shooters if you yourself do not, editing and ensuring proper titles and submission guidelines are followed.

Example of duties, including but not limited to:

- Work with program and development staff to construct and update a calendar of program dates and program coverage priorities.
- As requested, film recitals and performances - on site, in the schools and in the community - coordinating with program staff and technical staff as necessary.
- Hire and supervise additional video camera and recording crew as needed.
- Assist with senior high diploma students' creation and submission of college application work samples.
- Maintain an archive of Center's digital and media assets that can be reviewed in an effective manner by program and development staff. Make suggestions as to the structure and practical management of that archive.
- Prepare grant application and report reels in partnership with program and development staff.
- Maintain inventory of digital media equipment and make suggestions regarding repairs, new acquisitions etc.
- Provide back up support for production events as needed on or off site.
- Provide production back-up production management support as requested,
- Contribute to the planning of media projects, performance projects involving media and back up to the production department as priorities require. Responsibilities may include: budgeting, event planning and trouble-shooting, artist and venue communications, scheduling and meeting coordination etc.
- Additional support as needed to support the mission and goals of the Center.

To apply please a resume and cover letter as well as a link to a sample of your work to

Mac Layne: mac.layne@eastbaycenter.org

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