



Marshall B.
KETCHUM UNIVERSITY

Multimedia Services Coordinator

JOB SUMMARY

Reporting to the Director of Multimedia Services, performs a wide range of multimedia support functions, such as photo / video production (capture/editing) as well as support of instructional lecture capture and live event streaming. Assists in development and/or prepares presentation materials. Performs a range of administrative support and clerical functions, as appropriate to the needs of the work unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists or captures photos / videos as assigned. Edits videos and photos, as assigned.
- Provides audio visual support for campus facilities.
- Provides multimedia support at events and meetings.
- Prepares presentation materials, using graphic applications as appropriate to the requirements of the position.
- Manipulates electronic files using various software programs.
- May provide administrative support; answers and places telephone calls, schedules appointments, coordinates meetings, and compiles and correlates various reports.
- Performs miscellaneous job-related duties as assigned.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

- Ability to use the following software and systems: FCX, Lightroom, InDesign, Photoshop, Office365, Photo Mechanic, Wirecast, SNS-EVO/Share Browser, Photo Shelter (Libris), Mediasite, Panopto, Zoom
- Video and Photography design concepts, processes and procedures, including illustration of various media, from design, reproduction, layout and camera process.
- Proficient in Final Cut X, InDesign, Photoshop, Lightroom and Microsoft Office.

Abilities and Skills:

- Ability to set up and operate professional audio and/or video recording equipment.
- Ability to capture portraits in a studio with strobes or outdoors.
- Ability to edit video adhering to university workflows.
- Ability to provide formal and informal instruction to non-technical personnel in the use of computer hardware and/or software.
- Produce neat, accurate and quality line work, video and photography.
- Manage projects while meeting deadlines and staying within budgets as assigned.
- Willingness to take creative direction from management and work collaboratively with others.

Preferred Qualifications:

- Prior working experience with non-profit, health care or in-house creative team.
- Experience with print layout and printing materials.
- Strong knowledge of InDesign, Photoshop, and Lightroom
- Experience incorporating multimedia, including video, audio, digital media and photography, into communication vehicles.

EDUCATION AND EXPERIENCE

- High School Diploma or GED required
- Bachelor's degree in multimedia/production/film or related field preferred
- Minimum 3 years of professional experience in video and photography, preferably in a non-profit, university or health care setting.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including dental, life insurance, free vision exams, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.