



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the following position:

**DEPARTMENT OF INTEGRATED MARKETING &
COMMUNICATIONS**

MULTIMEDIA PRODUCTION OFFICER

The University of the Southern Caribbean is seeking a highly motivated and experienced Multimedia Production Officer to join our team.

The Multimedia Production Officer reports to the Coordinator, Integrated Marketing & Communications and will be responsible for managing the production of multimedia content for marketing and promotional purposes for the University of the Southern Caribbean. This role will require a high level of creativity, technical expertise, and project management skills to develop multimedia content that is engaging, informative, and aligned with the University's brand standards. The Multimedia Production Officer will manage a team of multimedia professionals and para-professionals and will be responsible for the development of production schedules, human resource allocation, and the overall quality of multimedia content produced.

The ideal candidate must have the ability to work with a variety of media formats, including video, audio, and images, and to collaborate with faculty, staff, and students to ensure timely and effective delivery of projects.

This is a full-time position and at times will require working outside of regular hours to accommodate production schedules and deadlines. The successful candidate will have the opportunity to work in a dynamic and innovative environment, producing engaging and informative multimedia content that helps promote the university's programs and initiatives.

DUTIES AND RESPONSIBILITIES

- Manages the production of multimedia content, including video, audio, and photography, that aligns with the University's brand standards and messaging.

- Collaborates with stakeholders to understand their multimedia needs and develops solutions that meet their requirements.
- Develops and manages production schedules that ensure timely delivery of multimedia content.
- Develops and manages multimedia production in accordance with policies, procedures, guidelines, approved workplans and budgets.
- Manages a team of media production staff, including videographers, editors, and graphic designers, including the development of performance objectives, performance management, and professional development.
- Develops and maintains relationships with external vendors and contractors to grow and support multimedia production at the University.
- Ensures that all multimedia content produced meets the highest standards for quality, accuracy, and effectiveness.
- Operates, monitors and maintains multimedia production equipment and software, including cameras, editing software, animation software, audio equipment and other multimedia tools.
- Ensures proper security and storage (both physical and online) of all multimedia production assets.
- Stays up-to-date with multimedia production trends and technologies and makes recommendations for improvements to the production process.
- Manages relationships with external vendors and contractors, such as video production companies and audio companies.
- Manages and maintains the university's media library, ensuring that it is organized, up-to-date, and easily accessible.
- Ensures that all multimedia content meets legal and ethical guidelines, including copyright and privacy laws.
- Performs other related duties as assigned.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Bachelor's degree in Media Production, Video Production, Film, Communications, or a related field from an accredited institution.
- A minimum of 3-5 years of experience in video production, including pre-production planning, filming, and post-production editing and audio production.
- Proficiency in multimedia production software, including Adobe Creative Suite, Final Cut Pro, vMix and other industry-standard software.
- Proven experience managing a team of multimedia professionals and para-professionals.

ABILITIES AND SKILLS

- Well-developed project management skills, with the ability to develop and manage production schedules, budgets, and resources.
- Excellent written and verbal communication skills, with the ability to communicate complex technical concepts to non-technical stakeholders.
- A transformational creative vision, with the ability to develop compelling multimedia content that engages audiences and delivers key messages.
- A deep understanding of multimedia production 'best' practices and technologies.

OTHER REQUIREMENTS

- Good team player
- Responsible, flexible, well-organized, dynamic and highly motivated
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Committed to the high moral, spiritual and ethical values of the University

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than November 20, 2023.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.