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**Job Title:** Multimedia Training Coordinator  
**Hours:** Part-time, Monday - Friday – 330pm – 630pm; starting August 14<sup>th</sup>  
Full-time, Tuesday, Thursday and Friday – 8am – 2pm, starting June 10<sup>th</sup>, 2024.  
**Salary:** \$25.00 per hour

**Job Description:**

The **Multimedia Training Coordinator** will inspire middle school students in the exciting world of production and media arts. As the **Multimedia Training Coordinator**, you will lead engaging classes, provide students with hands-on experiences in various aspects of media production. The **Multimedia Training Coordinator** role is to encourage their creativity, technical skills, and teamwork, foster an environment that nurtures their passion for the arts and empowers them to develop their talents. The goal of the **Multimedia Training Coordinator** is to offer an excellent opportunity to make a significant impact on middle school students' creative development and empower them to discover their artistic potential.

**Responsibilities:**

The **Multimedia Training Coordinator** will motivate students by demonstrating professionalism, enthusiasm, and sensitivity for their concerns. The **Multimedia Training Coordinator** will engage students, actively involving them in classroom discussions and/or activities. An important part of this role is to identify different student learning styles and adjust your own style accordingly.

- The **Multimedia Training Coordinator** will develop a comprehensive and age-appropriate curriculum that introduces middle school students to various aspects of media production, including filmmaking, video editing, photography, sound design, and storytelling.
- The **Multimedia Training Coordinator** will conduct interactive and dynamic production classes three times a week, ensuring that students actively participate in hands-on projects, workshops, and group activities.
- The **Multimedia Training Coordinator** will guide students through the technical aspects of media production, introducing them to industry-standard equipment and software, and providing support to help them improve their skills.
- The **Multimedia Training Coordinator** will encourage students to explore their creativity and express their ideas through different media arts forms, fostering a positive and inclusive environment where everyone's ideas are valued.
- The **Multimedia Training Coordinator** will oversee the planning and execution of media projects, ensuring students collaborate effectively in groups and meet project deadlines.
- The **Multimedia Training Coordinator** will promote a safe and organized environment, ensuring that all equipment and materials are properly maintained and used responsibly.
- The **Multimedia Training Coordinator** will access students' progress regularly, providing constructive feedback to help them improve their production techniques and creativity.
- The **Multimedia Training Coordinator** will maintain clear and open communication with students, parents, and the afterschool program coordinators to update them on class activities, student progress, and any relevant information.
- The **Multimedia Training Coordinator** will stay updated with the latest trends and advancements in media production, attending workshops, conferences, and training opportunities to enhance your teaching methodologies.

**Qualifications:**

- Bachelor's degree in media arts, Film Production, Communication, Education, or a related field. Equivalent work experience will also be considered.
- Prior experience teaching children in media production or related arts disciplines is preferred.
- Proficiency in media production software and equipment such as video cameras, editing software (Adobe Premiere, Final Cut Pro, etc.), sound recording devices, and photography equipment.
- Excellent communication and interpersonal skills, with the ability to effectively engage and motivate middle school students.
- A passion for media arts and a demonstrated ability to inspire creativity in others.
- Ability to work collaboratively with other staff members and contribute to a positive and supportive team environment.
- Reliable and punctual, committed to teaching consistently three times a week for the afterschool program's duration.
- Successful completion of a background check as per the organization's policy.
- The **Multimedia Training Coordinator** must be passionate about media production and have a strong desire to inspire the next generation of creative minds.