

Media Specialist / Job Placement Technician

Details: 35hrs/week x 17weeks/intake @ \$24/hr

Reporting to the Project Facilitator, the Media Specialist / Job Placement Technician oversees all technical components of the project, accomplishes administrative tasks as required, and supports the project participants in their development of short videos, websites, graphic designs and social media platforms.

Technical

- Provides group- and individual tutorials and support to participants as related to media technologies and processes,
- Works with participants to support them in creating individualized media products, supports participants in creating media products for employers;
- Assists participants in planning and organizing production processes;
- Troubleshoots technical problems that arise;

Administrative

- Supports the administrative needs allocated to this position by the Project Facilitator, which may include: a) Assisting with regular administrative reporting tasks, such as attendance-tracking, time-sheet tracking, etc., b) Organizes logistics related to key project events – notably, the final screening, but also field trips, guest speaker engagements, etc.

Required Skills/Experience

- College diploma or equivalent experience.
- Experience working with youth in a leadership role;
- Experience in video, web, graphic design and social media production processes – producing, storyboarding, editing, website development, design development, social media development.
- Experience working with Adobe Creative Suite, video cameras and equipment
- Experience organizing and administrating in an office context

COMOX VALLEY ART GALLERY

580 Duncan Ave.

Courtenay, BC. V9N 2M7

T: 250-338-6211

Please email resumes directly to Krista.cvagymp@gmail.com.

This project is funded in-part by the Service Canada Skills Link Program

Partners: Wachiay Friendship Centre, Creative Employment Access Society, Imagine Comox Valley

Application DEADLINE: November 6, 2020