

JOB TITLE:	#1151 Multimedia Specialist
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,660.00 monthly minimum
STATUS & HOURS:	Full-time, project (2,088 annual hours) position working through June 30, 2015. Renewal dependent upon funding and program need.
CLASSIFICATION:	11L Professional
HIRING MANAGER:	Multimedia Manager
POSTING DATE:	September 5, 2014
DEADLINE DATE:	Application materials must be received by September 19, 2014
SUPPLEMENTAL FORMS:	Not required for this position

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Multimedia Specialist that will produce, write, shoot, edit and format multimedia productions in support of interpretive, promotional and exhibit projects for multiple departments across the organization.

RESPONSIBILITIES: 1) create finished versions of video, audio and other media productions for assigned projects; 2) create work plans, production schedules, and budgets; 3) collaborate with team members to establish overall creative direction for projects; 4) source vendors for multimedia production services and equipment; 5) provide multimedia training to MNHS staff working independently on projects approved by the Multimedia Manager; 6) maintain and manage digital files, equipment and workspace; 7) assist the Exhibits Multimedia Specialist and Multimedia Manager with the installation of media systems in exhibits and other areas of the organization; 8) assist the Exhibits Multimedia Specialist and Multimedia Manager with the repair and maintenance of media systems in exhibits and other areas of the organization; and 9) promote an environment of technological advancement.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree plus five years program experience in multimedia production, television/radio production, communications, or equivalent OR an advanced degree plus three years program experience or equivalent.
- Thorough knowledge of electronic media production and installation typically represented by five or more years experience with multimedia development and audiovisual production in broadcasting, museums or a related field.
- Thorough knowledge of non-linear editing programs, broadcast production tools, and other multimedia production tools.
- Experience with short-form productions.
- Strong storytelling ability, including both first and third person narratives.
- Skill in estimating time and equipment required for video production projects.
- Detail oriented with strong planning, monitoring, and follow-up skills.
- Demonstrated ability to handle efficiently and simultaneously several projects on discrete timetables.
- Experience securing usage rights for video and photography.
- Experience conducting interviews with children and adults.
- Experience casting and hiring voice and on-camera talent.
- Basic knowledge of non-linear video assembly and editing.
- Ability to work effectively independently, with general supervision.
- Ability to work effectively within a large institution.

DESIRABLE QUALIFICATIONS:

- Experience with Mac operating system and Adobe Production software.
- Expert knowledge in video and audio production and editing.
- Up-to-date knowledge of new methods, technology and materials used in electronic media production including experience with audio, video, and interactive multimedia.
- Experience with web technologies including html, css, javascript.
- Up-to-date knowledge of installation methods for electronic media delivery systems including interactive video conferencing, web streaming, and hardware interfaces for computer, audio, and video platforms.
- Ability to understand and apply institutional policies and procedures.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position.

Applicants who are offered employment will be subject to passing a background check as a condition of employment.

Applications will be acknowledged

- No phone calls please -

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