

JOB TITLE: Multimedia Manager

Location: Yonkers, NY

Status: Full-Time

JOB DESCRIPTION

The Multimedia Manager is responsible for the creation and distribution of all multimedia assets for St Vladimir's Seminary and Press.

This role reports directly to the Multimedia & PR Director.

General Tasks:

- Creates and distributes, under the direction of the Multimedia & PR Director, all multimedia projects, including but not limited to video content, podcasts, audiobooks, and photographic content
- Coordinates the distribution of content with the Digital Content Manager
- Coordinates directly with, schedules, and suggests candidates for written, video, and podcast interviews, as needed
- Writes and edits accompanying text for content, newsletters, and annual campaigns, as needed
- Develops and nurtures relationships with various members of the media, government, general public, donors, board members, students, clergy, and faculty on behalf of the Seminary
- Attends Seminary and Press events for the purposes of content creation
- Assists the marketing department in planning and executing the marketing content calendar
- Performs all other multimedia tasks, as needed
- Assists the entire team in proofreading content (print and digital), as needed
- Attends weekly team meetings and one-on-one's with the CMO
- Works with the team to ensure that project/departments milestones/goals are met and adhere to approved budgets

Requirements:

- Highest level of project management skills
- Strong communication skills, with an excellent command of the English language
- Strong time management skills
- Takes initiative and demonstrates flexibility in time and attitude to get the job done
- Team player
- Attention to detail and an editorial eye to catch grammatical mistakes
- Excellence in multimedia equipment and software
- 2-3 previous experience in a similar role
- BA/BS in Journalism, English Literature, Communications, Media Communications, or related field
- Portfolio of previous work
- The flexibility to work early mornings, late evenings, and occasional weekends due to the nature of our events
- Excellent relationship management and interpersonal skills: the ability to work effectively with donors, volunteers, and staff; superior judgment and diplomatic skills; excellent verbal and written communications skills
- Theological degree is an advantage, but not required

This position is full time, includes benefits, and requires on site work Mon-Thurs during normal business hours (8am-4pm during the summer and 9am-5pm during the school year). This role also requires constant availability on weekends and a great deal of travel. Fridays are optional work-from-home days. Salary is commensurate with experience. Please submit a cover letter, resume, and full digital portfolio to swerner@svots.edu. We are willing to consider making this job part time, depending on the desire and availability of the candidate.