



victoryjunction.org | 4500 Adams Way · Randleman, NC 27317

Job Description

Job Title: Media Production Specialist

Direct Report: Director of Marketing and Communications

FLSA Status: Exempt

Come work for an organization that delivers life-changing experiences to children with chronic or serious illnesses. Victory Junction serves approximately 10,000 children and families each year at our facility in Randleman, North Carolina, in various hospitals and clinics and through other outreach activities in the Southeast.

As a Media Production Specialist, you will work within the Marketing Team to produce content through a variety of media, including digital photography, video, website and social media, to tell the Victory Junction story.

Primary Duties & Responsibilities

- Shoot, tag and edit photos of Victory Junction camp and family weekend sessions
- Shoot, tag and edit photos for other Victory Junction events and marketing projects
- Shoot and edit video for marketing projects
- Help create written content and imagery for Victory Junction's social media channels
- Assist with management of Victory Junction's digital media assets
- Assist with content creation and updates to the Victory Junction website
- Work weekends and long hours when required to make deadline on projects

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education/Experience

- Bachelor's degree, associate's degree, or equivalent experience in media production or related field
- Comprehensive knowledge and experience with digital photography
- Working knowledge of videography and video editing
- Strong writing skills
- Experience with Adobe CC applications, including Photoshop, Lightroom, Premiere, and After Effects
- Experience with Microsoft Office applications, including Word, Excel, and PowerPoint
- Familiarity with Avid Media Composer and Wordpress are helpful, but not required

Cultural Requirements

Organized:

You come in on time and deliver projects before the deadline. You can prioritize and manage a myriad of tasks at once.

Team-Oriented:

You enjoy collaborating with other team members and are willing to assist with projects that drive the organization forward, even when they are outside the scope of your responsibilities.

Creative:

You have a good sense of aesthetics for imagery, composition, and storytelling. You are detail-oriented and strive for technical excellence.

Entrepreneurial:

You are able to work independently, multitask, and thrive in situations that require creative problem solving.

Passionate:

You are intellectually curious and want to expand your skill set. You believe in Victory Junction's mission and want to make a difference.

Please send a cover letter, resume, and portfolio link to John Barnett, Director of Marketing and Communications, at jbarnett@victoryjunction.org.

