

# Multimedia Production Specialist

Communications Unit · Castries, LC

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## **Multimedia Production Specialist**

### **About the OECS**

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

### **Job Summary:**

Reporting to the Head- Communications Unit, the Multimedia Production Specialist leads the planning and production of live broadcasts as well as multimedia content needs. This will involve the development of quality broadcast videos, animation, and graphics. The Multimedia Production Specialist will seek to deliver results by creating creative content for photojournalism, visual storytelling and directing a variety of multimedia productions, utilizing state-of-the-art technology and production techniques.

The Specialist should possess strong technical skills, creativity, and attention to detail to ensure consistent high-quality output.

**More specifically, the Multimedia Production Specialist will be responsible for the following tasks:**

- Work closely and collaboratively with the Communications Specialists, Events Coordinator, and other relevant technical specialists of various divisions and projects, for the development, coordination, facilitation and implementation of mandates and work activities in relevant focus areas;
- Conceptualize and develop multimedia content and create production concepts, plans and storyboards;
- Ensure all final content meets established communications standards and guidelines before publication;
- Develop notable audiovisual and /or knowledge products for campaigns.

## KEY DUTIES

The duties and responsibilities of the Multimedia Production Specialist will be to, *inter alia*:

- Operate complex audiovisual (AV) equipment including cameras, microphones, switchers, etc.
- Use industry-leading video editing software including Adobe Premiere Pro and Apple Final Cut Pro to create high quality videos.
- Use industry leading studio and live streaming hardware and vision mixing software, for switching inputs, audio mixing and recording outputs including vMix and NewTek TriCaster systems.
- Edit, duplicate, and store/catalog digital video, audio, photos, and electronic presentations (e.g., PowerPoint files) for historical reference.
- Perform set-up of AV equipment including projectors and public address systems.
- Record events using digital photography, videography and / audio direct on location.
- Produce live events by operating and controlling multiple cameras and remote videoconferencing sites and other critical support functions for live online activities.
- Capture professional quality photographs and videos for distribution.
- Produce multimedia aids such as digital video, audio, photo, or PowerPoint(s) for use in public meetings, training sessions, and/or live broadcasts.
- Determine stage, props, video and audio locations, sound, and light quality for productions.
- Design and create basic digital/print media utilizing a combination of off-the-shelf graphics and text/graphic generation programs.

- Maintain audio, video and photographic equipment, ensuring that repairs and maintenance are done on a timely basis.
- Evaluate and recommend purchase of new equipment.
- Determine resources necessary for multimedia productions and how they may be obtained.
- Maintain an audio-visual library system, catalogue, control, and store audio visual materials and equipment.
- Create and maintain a b-roll catalog for the Organisation;
- Collaborate with Communications Specialists to develop concepts, script, and create storyboards for AV content.
- Conduct subject matter research to collect and determine information most relevant for intended audiences.
- Produce and direct complex story-telling videos requiring scripting, multiple scenes, and voice-overs.
- Design and create custom graphics for use in video production, digital animation, digital presentations, and other digital/print communications media.
- Design and create complex digital/print media utilizing a combination of original artwork, stock images, and off-the-shelf graphics.
- Perform equipment troubleshooting of field equipment, studio equipment, teleconferencing equipment, and broadcast control room equipment.
- Keep skills current with the latest versions of software, hardware, and industry trends, as applicable to the performance of assigned duties.
- Undertake any such duties as may be assigned by the Head of the Communications Unit

### **Experience and Knowledge:**

- A bachelor's degree or equivalent from an accredited institution in Film Production, Multimedia or Media Production, Animation, or a related field.
- A minimum of three (3) years of professional, hands-on work experience in a variety of media and video production areas.
- At least one (1) year of recent experience (within the last 5 years) in the production of live broadcasts.
- Experience in creating live, remote, and produced broadcast programs.
- Excellent filming, production, and editing skills.
- Ability to operate and maintain multimedia production equipment, including cameras, audio recorders, microphones, and lighting setups.
- Strong studio and field production experience.
- Excellent photojournalism, communication, and creative writings skills with the ability to capture images and write content that help to tell compelling stories.
- Strong production management skills.
- Experience in researching and analyzing trends in media, film, and photography.
- Excellent written and verbal communication skills
- Experience dealing with complex technical issues.
- Strong organizational and time management skills and able to prioritize and manage projects to complete urgent requests as well as structured long-term projects on tight deadlines.
- Able to adapt quickly to changing priorities and work within deadlines.
- Excellent attention to detail
- Proactive approach to work

## **Terms of Appointment**

### **Job Location:**

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Multimedia Production Specialist is open to nationals of OECS Member States and is stationed at the OECS Commission headquarters.

All nationals of the OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

### **Conditions of Employment:**

Flexibility to work occasional weekends, evenings, and holidays for special events as necessary.

### **Benefits:**

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme.

The deadline for all submissions is **Wednesday 9th August 2023**.

**Only applications under consideration will be acknowledged.**

**Apply for This Job**