



## Multimedia Producer/Editor

### About Cities of Service

A national nonprofit organization, Cities of Service helps mayors and city leaders tap the knowledge, creativity, and service of citizens to solve public problems and create vibrant cities. The organization provides technical assistance, programmatic support, planning resources, and funding opportunities to cities and their leadership.

Founded in 2009 by New York City Mayor Michael R. Bloomberg, Cities of Service was initially incubated within Bloomberg Philanthropies and began operating as an independent entity in February 2014. Today, Cities of Service supports a coalition of more than 225 cities whose mayors and chief executives represent nearly 55 million people in 45 states, and more than 10 million people in the UK.

### Position Overview

The Multimedia Producer/Editor reports directly to the Communications Director, with their primary responsibilities being the management of all video and photography editing, archiving, and capturing, and the management of the organization's digital strategy. Production and post-production skills are a must. Graphic design experience is a strong plus. This role creates content and also supervises, directs, and guides external contractors in gathering and producing video, photography, digital and print products, and web content for marketing and communications needs. This position may travel in a limited capacity with equipment to capture video and photography and interview subjects involved with projects and programs of Cities of Service.

Cities of Service operates as a highly transparent, interdependent team. While each individual leads and supports discrete projects and initiatives, everyone works together to get the job done. As a member of a small, energetic, and results-driven nonprofit serving a national audience, the ideal candidate is highly productive, organized, and focused. They are able to prioritize effectively, maintain a positive attitude, and demonstrate characteristics of a self-starter and team player. This position provides the opportunity to contribute to a fast-paced, growing, nimble nonprofit, supported by a strong, experienced staff and a leading philanthropic organization.

### Duties and Responsibilities

- Plan, produce, and disseminate multimedia and photography content and materials across a variety of formats and platforms, including digital, email, newsletters, and printed pieces.
- Edit video and photography.
- Manage the organization's digital strategy, including identifying appropriate



content for media and advising and selecting content for the website, social, and other digital channels.

- Manage the organization's video and photography documentation and archiving process and manage and maintain the organization's data asset management system.
- Identify media stories, policy issues, and relevant current events that can be leveraged through the creation of multimedia and photography content to support the work and outreach efforts of Cities of Service.
- Assist with identifying and managing media relationships and pitching multimedia content to local and national press.
- Manage outreach to Cities of Service coalition cities to collect and manage multimedia content developed by the cities and their affiliates/partners.
- Develop and package multimedia and photographic stories to share the impact of our programs with various audiences.
- Manage and create event-related multimedia and photographic products.
- Shoot video and photography as needed.
- Help maintain and monitor use of multimedia software and equipment.
- Ensure that all digital content is appropriate and of high quality.
- Produce basic designed materials, including PowerPoint presentations, templated brand collateral, and web and social media graphics as needed.
- Perform other duties as needed.

### **Qualifications**

- Bachelor's degree required, coursework in photography, videography, or the visual arts preferred.
- An expert working knowledge of the following software: Adobe Creative Suite, including Premiere, Photoshop, Lightroom, After Effects, etc. This person must also be familiar with Apple hardware and massive storage volumes. InDesign experience a strong plus.
- Minimum of 3 years of hands-on experience with editing video and photo, and converting video and photo file types to be distributed on the Internet
- Minimum of 3 years of experience managing video compression workflows, web publishing platforms, content management systems, and social media.
- Experience developing and maintaining an organization's digital strategy.
- Experience shooting video and photo, coordinating small film shoots, and working closely with interview subjects.
- Knowledge of video production in studios, including lighting and audio.
- Experience managing small-scale budgets for video content creation.
- Excellent media organizational skills.
- Graphic design experience a strong plus (use of InDesign in particular).
- Ability to multitask – position requires active shooting, editing, and distributing content in real time.
- Flexibility required with an ability to adapt to various settings.



- Ability to collaborate and to work independently.
- Strong interpersonal skills. The Multimedia Producer/Editor interacts with individuals of all levels and backgrounds. The individual needs to be polite and diplomatic, and possess cultural sensitivity.

**Physical and Other Requirements:**

- Travel, which may require walking distances, lifting & carrying luggage and boxes (30 lbs. or more), and prolonged periods of sitting in tight quarters.
- Significant computer work, which may require repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Frequent lifting (30 lbs. or more) of videography and photography equipment, bending, pulling, and occasional lifting, carrying, and/or moving boxes, files, etc., some of which could be heavy or require the use of carts.
- Flexibility to work long hours around event times, including nights, weekends, and holidays if needed. Ability to travel with minimum notice.

**Duration and Compensation**

This is a full time, salaried position with Cities of Service. Position offers a competitive salary and excellent benefits.

**To Apply**

Interested, qualified applicants should submit a cover letter addressing their interest, experience, and qualifications for the position, along with a resume, portfolio of their work, and three professional references to [careers@citiesofservice.org](mailto:careers@citiesofservice.org).