



Multimedia Specialist

About the Organization:

National Philharmonic engages, inspires, and unites diverse communities across the Washington, DC area through outstanding music performances and innovative education programs.

Vision:

To share and amplify the power of music.

Values:

- Access and Inclusion
- Collaborative Creativity
- Innovation
- Educational Engagement
- Inspirational Connections

Who We Serve:

Based in Montgomery County, Maryland, National Philharmonic serves the metropolitan Washington, DC area, including Central and Eastern Maryland, the District of Columbia, and Northern Virginia.

Job Description:

The Multimedia Specialist will support the Production and Marketing teams, and various interdepartmental stakeholders, by creating high-quality marketing materials, tools, and assets with an emphasis on videos -- from captivating artist stories to original performances for camera. The ideal candidate will be proficient in conceptualizing and executing on a variety video, digital, and photography needs to tell the National Philharmonic story.

Duties and Responsibilities:

- Interface with leadership teams to create visually rich videos, photos, and digital assets
- Craft compelling visual stories related to the performing arts for social media, web, and streaming purposes. Conceptualize, pitch, storyboard, direct, light, mic, shoot, and edit using cinematic tools.
- Produce artistic video content that maximizes the quality and reach of National Philharmonic's digital offerings. Schedule and direct shooters and editors, clearly communicating the vision, shot lists, project goals, narrative scope, and time frame for each product.
- Digital photography as required for digital and print. Manage photo-shoots and articulate the style and direction necessary for photos intended for use in digital and print projects.
- Remain abreast of changing technologies, software, standards, and best practices. Train other staff in skills and techniques. Make recommendations for new equipment purchases.
- Leverage social media and other influencers for content distribution and engagement.
- Responds to the needs and requests of National Philharmonic's management and staff in a professional and expedient manner; Adheres to all employer policies and procedures.
- Utilize Adobe programs to edit and create videos.

- Contribute to management of photo and video archives. This includes selecting best images and edit, color correct, and optimize photos from each assignment; and maintaining a current b-roll library of National Philharmonic activities.
- Perform other related duties as assigned.

Key Qualifications:

- Bachelor's degree in film, television, or multimedia production and/or three years of qualifying experience
- Proficient with cinematic tools such as cameras, lenses, stabilization devices, lighting, audio, etc.
- You have shot, directed, and edited multi-camera interviews, talking-head segments, and concerts/live events (ability to read a musical score preferred)
- Proficient with Adobe Premiere and other multimedia software
- Adept at using social media -- i.e. YouTube, Facebook, and Instagram
- Access to basic still camera equipment, including a 35 mm digital camera
- A digital portfolio demonstrating past work and experience is required

Skills & Knowledge Qualifications:

- Proficient use of Adobe Creative Suite programs such as Photoshop, Illustrator, InDesign, Premiere and After Effects
- Exceptional knowledge of typography and graphic design principles for a clean, modern aesthetic
- Solid understanding of basic video production and editing principles
- Experience using video hosting platforms (Vimeo, YouTube, Wistia, etc.)
- Experience working in union environments (IATSE, AFM)
- Proficient use of Microsoft 365 programs such as Word, Excel, Outlook and Teams
- Experience managing projects through project management software (SmartSheets, Trello, Planner, etc.)
- Ability to successfully manage multiple projects under the pressure of stringent deadlines while easily adapting to change
- Possess interpersonal skills that encourage collaboration, openness, and trust
- Self-motivated; strong entrepreneurial spirit; work comfortably and effortlessly in both group and individual settings
- You enjoy music and the performing arts.
- You have excellent writing skills and attention to detail.
- You are comfortable juggling multiple projects at once and are able to problem-solve under time pressure.
- You are simultaneously confident in your own artistic abilities and love collaborating.
- You are always learning and enjoy sharing your knowledge with others.

Physical Demands:

Carrying, loading/unloading, setup and strike of audio and video equipment for on location and studio captures. Movement of editing suite equipment, including but not limited to computers, screens, consoles. While performing the duties of this job, the employee is regularly required to communicate in person and on the telephone. The employee is frequently required to use hands to finger, handle, or feel in order to operate computer keyboard, office equipment, and other essential tasks. The employee is frequently required to sit,



stand, walk, bend, stoop, crouch, and reach with hands and arms. This position infrequently lifts, carries, or otherwise moves and positions objects weighing up to 25 pounds.

Work Environment:

The noise level in the work environment is studio and performing arts industry standards for office, editing and performance.

Pay Range:

This is a flexible position with an estimated 25-40 hours per week. Starting pay range is \$25/hour.

Benefits:

We offer a comprehensive range of benefits to all full-time employees including: Medical, Dental, Vision, Paid Time Off, Paid Sick Leave, and a 403(b) Retirement Plan.

Applications and Inquiries:

Please submit a resume and portfolio or highlight reel to jobs@nationalphilharmonic.org. For questions or general inquiries about this opportunity please email jobs@nationalphilharmonic.org.