



VIDEO AND DESIGN COORDINATOR

APPLICATION DEADLINE IS FRIDAY, JANUARY 27, 2023 AT 11:59PM

Division: Communications

Reports to: Director of Communications

Location: Tennessee (Location Flexible)

Full-time/Part-time: Full-time

Salary Grade: 34

Monthly Salary Range Minimum: \$ 4,091

FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Supports the Communications Division as an internal project leader and provides expertise in video filming, editing and production as well as graphic design for print and electronic distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Serve as a graphic designer; develops graphics such as icons, logos, buttons, and infographics; develops print-ready hard copy materials and materials for electronic dissemination; creates design templates and other visual aids for the agency; creates layouts for publications, securing photographs and designing graphics; researches functional and attractive designs to achieve high usage and customer satisfaction.
 - Collaborate with THDA divisions to design and implement resources that effectively reach THDA constituents through written and visual means in various presentation capacities;
 - Serve as an internal project leader responsible for implementing Director guidance, identifying implicit and explicit project tasks; develop and coordinate plans to complete projects by set deadlines; make recommendations to Director for assigning tasks within the division; set and monitors internal deadlines; coordinates and executes associated project/event activities with other divisions and offices; back briefs leadership as required.
 - Serve as a video developer/editor; collaborate with script writers and internal and external stakeholders to plan, develop and execute compelling and cohesive videos in support of agency mission; manipulate and edit film pieces in a way that presents a seamless image to the audience; input music, dialogue, graphics and effects as required.
 - Serve as an agency photographer; use and care for high-end camera equipment; understand the wide variety of photo editing and publication software; prime the necessary equipment and backgrounds for indoor work or scout out appropriate locations; interact with and direct photo subjects as needed to ensure the best image possible.
 - Assist with website development and maintenance including designing, formatting, and uploading images used throughout the site;
 - Create layouts for publications, securing photographs and designing graphics; researches functional and attractive designs to achieve high usage and customer satisfaction.
 - Follow copyright laws.
 - Support communications efforts as assigned for the annual housing conference.
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- Assist in the planning, creation, and execution of all marketing campaigns.
 - Keep abreast of new and emerging technologies and industry best practices in communications through research; shares findings with other staff as appropriate.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High School diploma or equivalent GED.
- Degree or certification in graphic design, art, film, web design, public relations, marketing, communications or related field is preferred.
- Two years of experience in related field.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Advanced user of Adobe Creative Suite on a PC.
- Skilled in photography.
- Skilled in video production and editing on PC.
- Skilled in using a Content Management System (CMS) to maintain websites.
- Strong interpersonal skills: ability to interact with the public and other organizations in a responsible and professional manner.
- Builds and maintains positive relationships with internal and external constituents.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Ability to think creatively and work both independently and as part of a team.
- Ability to manage multiple projects while working under pressure to meet deadlines.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate: proficient in Adobe Creative Suite, Craft CMS, Microsoft Office products, and the internet; experience with video editing software; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Possible in-state or out-of-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

State of Tennessee positions that may involve driving responsibilities require candidates to meet the following minimum driver qualifications:

- A valid driver's license
- For the past five years, the candidate's driving record must not have record of the following violations: driving under the influence (DUI), reckless driving, license suspension for moving violations, more than 4 moving violations

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 11 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER