Job Announcement

Keystone Symposia on Molecular and Cellular Biology
Digital Media Manager

SUMMARY:
The Digital Media Manager will primarily focus on managing and executing the Virtual Access Offerings (Livestream and On Demand) of the organization.

The Digital Media Manager will serve as a production and digital content creation resource for the department. The ideal candidate will serve as the project manager in the successful execution of virtual offerings that includes (but is not limited to) livestream, on demand, eSymposia, and ePanel events. The ideal candidate will stay abreast of digital industry best practice and content activities of competitors. Must occasionally be available on weekends/late hours as events may be scheduled accordingly. This position is full-time (40 hours per week), year-round with benefits and employees must work in our Silverthorne office at least 2 days/week.

ESSENTIAL SKILLS REQUIRED:
The ability to manage multiple projects, with strong attention to detail and deadlines, is essential. In addition, he/she must demonstrate excellent interpersonal skills to work effectively with Keystone Symposia staff, the scientific community, and external partners. Some experience working within a non-profit environment is strongly preferred, as is familiarity in creating content for a scientific audience.

DUTIES, RESPONSIBILITIES & DESIRED EXPERIENCE include:

- Experienced in managing and supporting livestream events.
- Experience in post-production digital video editing, audio correction, and video compression for multiple delivery platforms.
- Monitor livestream and on demand recording and responding to technical issues as they arise.
- Serve as primary production and project management lead in the successful execution of livestream, On Demand and virtual meetings (eSymposia, ePanel).
- Work independently, as well as part of a team to establish project deliverables.
- Support and conduct audio/visual checks with an emphasis on customer service and the ability to troubleshoot basic PC/Mac hardware issues.
- Provide training to staff and other external participants as needed.
- Communicate program and technical details to both on-site and remote vendors
- Help create video and other digital media materials for Keystone Symposia events (virtual and in-person).
- Work closely with external partners, collaborators and vendors.
- Familiarity with professional cameras, DSLR, various HD and SD formats, preproduction/planning, studio and field production, lighting/grip, and photography.
- Familiarity with HTML/CSS is a plus but not required.

- Familiarity with the Canon line of lenses and cameras a plus but not required.
- Familiarity with editing software such as Final Cut Pro, Adobe After Effects or Adobe Premiere is required.
- Familiarity with Adobe Creative Suite including Photoshop and Illustrator is required.
- Other duties as assigned.

Requirements

Bachelor's degree preferred. Five to eight years of related experience is required. Must have strong communication, and project management skills and have had experience working within a multidisciplinary team. Must be highly detail-oriented and be able to work independently and with good judgment. Must have strong time-management skills and an ability to prioritize and comfortably meet the required deadlines. Ideal candidates will be flexible creative technologists with strong communication, creative and production skills. Travel and work on evenings and weekends may be required. Must be able to lift and/or move production equipment weighing up to 50 lbs. The ability to read and write about scientific and technological topics is a plus but not required.

Compensation

This position is full time, and the salary is $56,000/year depending on experience. Our generous benefits package includes vacation and sick time, Health, Dental, Vision, Life/Disability Insurance, and 401K with company match. Working in our Silverthorne office at least 2 days/week is required. To apply, please send resume to careers@keystonesymposia.org.