Digital Media Manager

SUMMARY:
The Digital Media Manager will report to the Senior Director of Communications and will be responsible for helping develop further the Virtual Keystone Symposia (VKS) program and other media content. The ideal candidate will primarily focus on managing the multiple initiatives within VKS. This includes managing the production aspects of livestream, on demand, other virtual events, curation and content creation. The Digital Media Manager will serve as a project manager, production and creative resource for the department.

The Digital Media Manager will also support, as needed, digital marketing efforts and digital interfaces for our existing face-to-face meetings. This will include graphic creation, video interview production, animation, storytelling efforts optimized for social media and other mediums. The ideal candidate will stay abreast with the digital industry best practice and content activities of competitors. Position is full-time (40 hours per week with 2 days per week required in the office as well as on-site at face-to-face meetings), year-round with benefits.

ESSENTIAL SKILLS REQUIRED:
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, 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 include:

- Serve as a primary contact for EventMobi digital platform, live stream event production
- Familiarity with professional cameras, DSLR, various HD and SD formats, preproduction/planning, studio and field production, lighting/grip, and photography.
- Familiarity with the Canon line of lenses and cameras a plus but not required.
- Experience in post-production digital video editing, still and motion graphics design, audio correction, and video compression for multiple delivery platforms.
- Will be the main creator and curator of video/graphic content for the Keystone Symposia website, VKS website, the blog, YouTube channel and other channels, as assigned.
- Create marketing material for Keystone Symposia meetings including print and digital media graphics.
- Serve as the primary project manager for all virtual events.
- Manage any technical aspects of event app content for in-person and hybrid events.
- Must be able to run regular actionable analytics and competitive analysis.
- Must be able to regularly present to staff, management and other groups.
- 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.
• Familiarity with HTML/CSS is a plus.
• Other duties as assigned

**Requirements**

Bachelor’s degree preferred. Five to eight years of related experience 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. See the full job description on our website [www.keystonesymposia.org](http://www.keystonesymposia.org). To apply, send resume to careers@keystonesymposia.org.