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Multimedia Manager

Reporting to the Director of Operations, the Multimedia Manager oversees the planning, production, and editing of Random Acts' multimedia elements, particularly in relation to videos, photographs and graphic design, and may be required to create/edit videos and/or photographs themselves. The Multimedia Manager also oversees other members of the Multimedia department. The Multimedia Manager supports the implementation of Random Acts' branding guidelines, and provides support for all members of staff in utilizing the brand. This person will be expected to provide flexibility and cover/support for the rest of the Multimedia Department where required.

RESPONSIBILITIES

- Manage the Multimedia Officers (video, photography, graphic design) and their workload, ensuring that all media are produced on time and per the relevant Standard Operating Procedures
- Ensure our multimedia elements are effective marketing tools, and that they contribute to increasing our supporter reach
- Be proactive and creative in researching and proposing new videos or other multimedia elements, and propose innovative and original multimedia elements to support marketing and communication campaigns
- Work closely with the Multimedia Officers to maximize the effectiveness of media communications
- Provide and manage the appropriate materials in order to ensure that the Multimedia Officers have the tools required to create effective videos, and upload the final version to YouTube ready for the Social Media department to release as per the publicity schedule
- Assist in the creation of videos, where necessary
- Provide any other ad-hoc technical skills to the team that may be relevant
- Project work as required by the Executive Director or Director of Operations
- Keep the Executive Director and the Director of Operations informed of significant problems that jeopardize the well-being of the organization.
- Attend leadership meetings
- Run department meetings for the Multimedia Department
- Any other projects or duties as requested by the Executive Director or Director of Operations.

DESIRED QUALIFICATIONS AND SKILLS

- Knowledge and experience in using relevant video editing software
- Experience in producing, and managing the production of, videos in order to fulfill creative design briefs
- Ability to work effectively with diverse groups, including staff, supporters, and the public
- The ability to communicate effectively, whether verbally, visually, or in writing, as well as strong interpersonal skills
- Excellent computer skills



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- The ability to work independently as well as in a team, and the ability to manage tasks or projects from implementation through to completion
- Creativity, initiative, enthusiasm, and attention to detail
- Excellent organizational and time management skills, as well as the ability to multitask effectively
- Flexibility concerning work schedule to accommodate evening and weekend meetings
- Preference given for those with a certificate, degree or equivalent in Graphic Design, Video Production, Photography or related field
- 1 – 3 years of experience in marketing, or video editing, and a portfolio of relevant work