

DIGITAL MEDIA ASSOCIATE

SUMMARY

The Digital Media Associate is responsible for creating content for the MCCA's Digital Displays, including the BCEC's 80-foot tall exterior marquee, the 160-foot wide main lobby video wall, and the network of plasma displays located throughout the BCEC and the Hynes. Working in concert with IT, External Relations, Venue Product Managers, and the Digital Media team, he/she will be responsible for creating dynamic and engaging content in a fast paced environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Digital Creative Manager may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

Content Creation/Management

- Design and develop original and custom 2D animations for the MCCA's Digital Displays
- Develop dynamic, animated content based on MCCA and client specifications for a variety of customers including the MCCA, event clients, exhibitors, and local community groups
- Assist with maintenance of content management and archival system
- As needed, assists with daily content scheduling for Digital Signage Network
- Ensure content production guidelines are met
- Produce, film and edit video projects on an as needed basis
- Photograph and record digital displays for client review and MCCA record keeping

Client Relations

- Work closely with Digital Creative Manager and Digital Media Producer to create videos that meet event customer specifications and schedules
- Assist Digital Media Producer with content creation projects
- As assigned, work directly with internal customers (MCCA, CMC, etc.) to design custom videos from conception to completion for site visits and other messages
- Participate in client preview visits for Digital Displays

EDUCATION/EXPERIENCE: Bachelor's degree and experience in field's related to digital media and graphic design, including but not limited to internships or freelance work. Portfolio of graphic design and video work required.

Creative background and experience working with Adobe Creative Suite, content management systems, and other digital media platforms

- Ability to communicate visually with a strong understanding of typography, color and visual storytelling
- Thrive in a dynamic, fast-paced team environment with the ability to work well under pressure
- Detail-oriented with excellent organizational and planning skills
- Excellent written and verbal communication and interpersonal skills
- Working knowledge in 2.5D and 3D animation, HTML, HTML5, CSS and Flash are a plus but not required

NOTE: Please include link to online portfolio with submission. Resumes without a demo or online portfolio will not be considered.

WORK SCHEDULE: The work schedule for this position typically fluctuates based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays. Travel to other MCCA facilities may be required.

To apply online please visit <https://home.eease.adp.com/recruit/?id=12155471>

