



EMPOWERING COMMUNITIES THROUGH ART AND CULTURE

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## **MEDIA COORDINATOR JOB DESCRIPTION**

**Job Title:** Media Coordinator

**Hours:** 20-30 hours/week

**Location:** onsite in downtown Redmond, WA

**Date:** Open until filled

### **POSITION SUMMARY**

The Media Coordinator produces, records and edits audio and video content for multiple platforms including radio and television broadcast, web, and social media. Manage and facilitate production from start to post-production. This role requires strong project management skills and demonstration of knowledge and experience with editing audio and video, graphic design, social media, and website management. Creative thinker, detail oriented, time management skills and a team player.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Execute creative audio and video productions for Centro Cultural Mexicano.
- Understanding of recording, processing, editing, and transferring video files across platforms.
- Develop and edit content for broadcast, print and online distribution channels.
- Operate audio and video equipment.
- Escalates risks to management as appropriate.
- Maintains good attendance, is punctual and works full scheduled shift is a condition of employment.
- Demonstrates respectful, professional, and appropriate behavior that supports a team-oriented environment.
- Reports to Executive Director
- Other duties, responsibilities and activities that may change or be assigned.

### **SKILLS REQUIRED**

- Bilingual in English and Spanish
- Minimum two (2) years direct media production experience required or equivalent combination of education and experience.
- Advanced ability to operate computers and related software programs such as Microsoft Office Excel, Work PowerPoint, required.

### **Equal Employment Opportunity**

Centro Cultural Mexicano is an Equal Opportunity Employer and does not discriminate against applicants or employees based on protected characteristics, including race, color, national origin, ethnicity, religion, age, sex, gender, sexual orientation or medical history or on any other basis prohibited by applicable law.