

## Multimedia Coordinator

Thompson & Co. PR is an award-winning public relations agency, headquartered in Anchorage, Alaska. We are looking to add a multimedia coordinator to our agency's digital creative team. A multimedia coordinator should have experience or a college degree in video production or a related field. This position is responsible for filming, editing and everything else that comes with it. The ideal candidate has the ability to conceive and create effective visual communications – both through video and design. This position will report to the Senior Culture & Content Strategist.

Job responsibilities may include but are not limited to:

- Planning and coordinating video shoots.
- Conceptualizing video ideas for clients.
- Filming and editing videos from start to finish.
- Assisting the Senior Culture & Content Strategist on shoots and with overall creative strategy.
- Copy writing skills a must. Writing copy for videos, social media posts and other digital components as needed.
- Creating visual social media content for the agency and clients.
- Updating the agency website with minor edits on the Wordpress platform.
- Working with all teams across the agency for video client needs.
- Other duties as assigned.

Preferred Qualifications:

- Minimum of one year working in video production.
- Demonstrable filming and editing skills with a portfolio that backs it up.
- Base ability in the Adobe Suite (Premiere Pro, Audition, Photoshop, After Effects).
- Experience shooting with multiple cameras – both handheld and with tripods/gimbals.
- Competence in rigging light and sound.
- Attention to detail and effective time management skills.
- Ability to give and receive constructive criticism.
- Agency experience, drone capabilities, photography and copywriting skills are a plus.