

MULTIMEDIA OFFICER

DIRECT REPORTS

The Multimedia Officer reports to the Senior Manager of Marketing and Communications

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for creative video shooting and photography to record school life via videos and photos.
- Responsible for the recording of big events, such as VIP visits, performances and concerts, and ceremonies, etc.
- Finish video editing based on the understanding of video planning and script, provide proposals to professional camera language and video effect production.
- Participate in graphic design for branded content, including but not limited to posters, presentation slides, leaflet, etc.
- Work with external partners for video shooting and footage coordination.
- Support branding work of school activities.
- Manage the media library properly.
- Other ad-hoc tasks as assigned.

DEMANDS OF THE POSITION

- A Bachelor's degree in multimedia, graphic design or animation.
- Professional experience in video shooting and editing, photography and graphic design; skillful use in Final-Cut, AE, Adobe Photoshop and other relevant software.
- Strong sense of creativity and aesthetics, willing to try new forms.
- Ability to create bilingual scripts is preferred.
- Ability to communicate in Chinese and English is preferred; 3-5 years relevant working experience in video creation, graphic design field is preferred.
- Possess can-do attitude with good interpersonal skills.
- Open to flexible working hours.
- Passion for career in education, recognition of UWC values.

SAFEGUARDING STATEMENT

UWC CSC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability.