



Employment Opportunity the Digital Media Coordinator is an integral member of a team whose objective is the production of quality and innovative courses to teach our students how to produce a wide range of videos in their language to help revitalize nehiyawewin and Denesuline languages. This person will work closely with the language team to develop a program of studies that allows students to develop film, edit and document Elders and to shoot short video stories in the language. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

We are looking for professionals who are proficient with either Final Cut Pro or Adobe Premier editing software, digital film cameras, including Canon EOS Rebel T7i DSLR, Canon EOS C200 EF, professional digital sound field recorders and microphones, and field and studio lighting equipment for single-camera production.

Responsibilities:

- Collaborate with Language team to develop and maintain data base for visual and audio files.
- Working with Language Team to develop a Digital Communications diploma.
- Working with the New Horizons team to assist in the coordination and to provide support in the collection of language digital language materials.
- Train and coordinate students in doing interviews with Elders.
- Assisting the language team in developing procedures and policies around data collection and maintenance
- Actively participate in team meetings, maintaining clear and collaborative communication with team members to deadlines, and goals.
- Work within the digital asset management system to ensure all images are entered and tagged with the appropriate metadata.

Audio/Video Editing

- Demonstrate proficiency in editing existing audio/video elements using various software such as Adobe Premier and Final Cut Pro
- Produce and teach the production of high-quality professional videos for online courses, interactives, marketing promos, student tutorials, etc.
- Ensure that all audio/video elements used are appropriately archived with established naming conventions

Qualifications

- Bachelor's degree preferably in Film Production, Graphic Design, Web Development, or Instructional Technology but not limited to. Experience in a related area of study (e.g., programming, video production); or equivalent industry experience will also be taken into consideration.
- Strong experience in coordination different activities and an ability to meet deadlines.

- Excellent interpersonal and communication skills with strong oral and written communication.
- Experience with one or more: media creation, multimedia technology, A/V editing, and/or programming is an asset.
- Knowledgeable of design color and appropriate typography required; knowledgeable of HTML/CSS/JS is a plus.
- Thorough knowledge of Microsoft's Office suite and communication tools.

Posted: August 25, 2022 Closing Date: September 14, 2022 or open till suitable candidate found. Please submit resumes to: Sheila Poitras University Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/Email sheilap@bluequills.ca.