

Job Opportunity

Position: Visual Media Manager
Report to: Director of Information Media
FLSA Classification: Exempt/FT

Summary

Working under the direction of the Director of Information Media and collaboratively with the NATS Leadership Team, the Visual Media Manager is responsible for the creation of digital content from concept through to delivery.

Essential Functions

- Utilizing different techniques, mediums, and software, responsible for developing, designing, editing, managing, and evaluating educational and informational resources to improve the effectiveness and efficiency of our organizational business lines.
- Shoot videos and photos, either on set or on location.
- Edit footage in post-production to create a professional product.
- Plan and design shoots and contribute to content creation meetings with the NATS Leadership Team.
- Prioritize and schedule work effectively, resolving problems and adjusting time accordingly while still meeting deliverable schedules.
- Work closely with the Director and project team to communicate with the client's projects vision and schedules.
- Perform other tasks as assigned.

Skills

- Ability to prioritize, organize, and manage multiple functions simultaneously while meeting deadlines.
- Excellent leadership, organizational, time management skills, and attention to detail.
- Must stay up to date with industry trends in social media, video, and advertising as well as tools and editing techniques to improve production quality.

Attributes

- Ability to work effectively and efficiently within a cohesive team environment to meet the goals and objectives of the organization.
- High level of integrity, loyalty, and dependability with a strong sense of urgency and results orientation.
- Demonstrate confidence and ability to make tough decisions.
- Maintain a positive attitude and serve as a role model for team members.

Work Environment

- This is a remote position with travel requirements for location shoots.

Education and Experience

- Bachelor's degree in media arts, communications, broadcast journalism, film/television production or other related fields preferred.
- Minimum of 5 years of progressive experience in technology, audio, visual and video production.

- Specialized and experienced with a variety of the field concepts, practices, procedures, information security, data confidentiality and relevant software.
- In-depth knowledge of video production processes, special effects, and editing.
- Must be a self-starter, highly motivated individual that works well with a team and adapts to dynamic environment changes.
- Strong technology skills, including experience using MS Office and project products, web browsers, Adobe, PowerPoint/Keynote, and graphics and video editing software.
- Excellent writing, editing (photo/video/text), presentation, and communication skills.

Affirmative Action/EEO statement. North American Training Solutions is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Notice. The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.

Interested candidates must email a current resume and letter of intent.

to: Director of Human Resources

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