

MEDIA PRODUCTION ASSISTANT TERMS OF REFERENCE

The Media Production Assistant will carry out editing of audio/visual material used by New Local Space for communication on social media and to accompany programming. The successful candidate will be a self-starter, mindful of timelines, able to organize and manage multiple projects simultaneously, have a discerning eye, and receive and process feedback in constructive ways. The Media Production Assistant will be able to work with a quick turnaround providing dynamic solutions and working to optimise the production quality of all NLS communication material in line with the organisation's identity. Though working mostly remotely, the Media Production Assistant will be reliably accessible and attend on-site visits for event photography and meetings.

This is an entry level 3 month part-time contract. Compensation is JMD \$1000/h with a minimum time commitment of 5 hours per week.

The Media Production Assistant must already have working knowledge with the following:

Adobe Photoshop
Adobe InDesign
Adobe Premiere
Microsoft word
Google Drive

The Media Production Assistant shall follow Standard Operating Procedures of NLS and report to the Executive Director to:

- Produce digital flyers for all NLS programming appropriate to the identify of NLS
- Conduct photography at openings
- Edit photographs and videos used for social media, fundraising and reporting
- Edit audio
- Produce graphic design for NLS merchandise
- Design leaflets and booklets for exhibitions and other events

Deliverables include:

- Static and video flyers for all open calls, talks, events and other announcements
- Installation and event photographs (still and moving images)
- Completed final edits for all podcast episodes and accompanying promotional videos
- Promotional videos for fundraising campaigns
- Monthly reports
- Weekly timesheets
- Visual material to support the Executive Director's reports when needed (including Annual Reports to funders and donors)

To apply send the following materials to info@NLKingston.org:

- Cover letter and resume
- 10 to 20 work samples
- Contacts for two professional references (name & title, phone number and email address)