



Date: June 9, 2023

Competition: # 23-51A

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
FULL-TIME REGULAR POSITION**

Position: Digital Media Producer (#1000177)
Division: Office of Applied Research & Graduate Studies
Reporting To: Program Director, Centre for Teaching, Learning & Innovation

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position Summary:

The Digital Media Producer is responsible for digital media storytelling from conceptualization through shooting, editing and delivery. The role liaises with program areas and team members in CTLI to assess educational media content needs to effectively utilize a variety of digital media formats to create a vision for the client and then successfully manages the project until completion.

Primary Responsibilities:

- Manage projects including budget, project planning, logistics (i.e., booking locations, talent) and resource management.
- Deliver projects within budget and timeframe while meeting client's objectives and expectations.
- Provide production and creative expertise advice on the use of multiple forms of digital media such as audio, lighting, and video compositing within educational programming to internal and external JIBC clients.
- Provide guidance and foster awareness of current trends and best practices in instructional uses of digital media.
- Assist and maintain appropriate service level criteria, guidelines, and change management processes to ensure consistent, effective, and timely client services to program areas and/or external clients.

- Promote, develop, and maintain effective internal and external relationships.
- Evaluate project effectiveness with clients.
- Research and write creative visual treatments, including scripts in consultation with project sponsor, subject matter experts, instructional designers and project team.
- Develop storyboards obtaining consensus approvals as appropriate.
- Camera operation, creative visual and lighting composition, location audio recording, and the on-camera direction of talent in-studio or on-location.
- Create digital files of video, photographs, audio, and graphics to a professional standard for delivery in video, audio, social media, and web formats.
- Select and perform editing and mixing requirements to create final production, including motion graphics, transitions and sound mixing.
- The incumbent works in a highly collaborative and multi-functional team-based environment. As such, the incumbent requires good negotiation, conflict resolution, peer feedback, self-direction/self-management, and organizational skills
- The incumbent will develop and manage digital media production budgets and will need to ensure JIBC tracking and accounting procedures are followed.
- This position manages creative projects and as such would be point of contact for contractors and external stakeholders. This would include in determining project needs, determining staffing requirements for project, assigning work, reviewing work ensuring alignment with JIBC standards and providing feedback on work completion.
- The incumbent is responsible for the maintenance and upkeep of multi-media production equipment including a large purpose-built media-production studio.

Qualifications & Requirements:

Education:

- Bachelor's degree in media production, educational technologies, or a directly related field.
- Minimum two years of experience in media production; portfolio required.
- Or an equivalent combination of education and experience.

Skills and Abilities:

- Demonstrated ability to effectively communicate with internal and external stakeholders including the ability to provide feedback with tact.
- Demonstrated ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Demonstrated technical expertise in digital media technologies and digital asset management software.
- Demonstrated proficiency in utilizing MacIntosh and Windows computer applications used in media production, digital editing, and post-production.
- Demonstrated expert editing skills on Premier or Avid, knowledge of After Effects/motion graphics
- Demonstrated ability to utilize clean, organized and keyworded archives.
- Demonstrated proficiency with Adobe and Microsoft Office Suite.
- Proven proficiency in project management and project financial management.
- Proven ability to manage multiple projects.
- Proven ability to work effectively as part of a team.
- Ability to establish work priorities, multi-task, and meet deadlines while working with frequent interruptions.
- Experience integrating new technologies into learning and teaching activities.
- Ability to remain calm, problem solve and find creative solutions.
- Ability to lift materials up to 10lbs

Salary Range: \$ 2,501.80 to \$ 2,853.90 bi-weekly (BCGEU Position – Grid 23)

Posting Date: May 29, 2023

Closing Date: Open Until Filled

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-51A via email to hr@jibc.ca.

Please feel free to contact Melanie Myers at mmeyers@jibc.ca for more information about this position.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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