



<b>Position:</b>	Media Production Specialist
<b>Department:</b>	Venues, Events and Media Production (VEM)
<b>Salary Range:</b>	\$46,240 - \$49,130
<b>FSLA Status:</b>	Exempt, FTE
<b>Work Conditions:</b>	Office environment in historic building. Outdoor exposure to a variety of weather and temperature conditions. Able to lift up to 50 lbs. Ability to walk and stand for periods of time. Regular 40-hour work week, 8:30 AM - 5:00 PM. Requires weekends and after hours work as necessary. Requires nights, weekends and holidays as needed. Some telework or alternate work schedule is possible, per business needs.
<b>Reports to:</b>	Director Venues, Events and Media Production

The role of this position is to be responsible for the creation of videography and photography media content for promotion, education and entertainment that supports the mission of the Fort Monroe Authority and advance brand awareness. Additionally, a qualified and capable candidate will oversee all social media platforms maintained by the Fort Monroe Authority and provide assistance to the Director of Communications as needed and able with website maintenance or other media related tasks.

**Responsibilities to include:**

- Produce live broadcast and prerecorded content related to Fort Monroe and the FMA using photography and videography.
- Collaborate with other FMA departments for content creation and to ensure brand consistency for Fort Monroe social media and websites.
- Interview internal and external subject matter experts taking part in programs and special events at Fort Monroe.

- Under the direction of the Director of VEM and the Director of Communications oversee all Fort Monroe Authority social media accounts including by not limited to Facebook, Instagram, YouTube, LinkedIn, and Twitter.
- Create and maintain a comprehensive monthly social media calendar.
- Communicate with social media followers, respond to queries in a timely manner, and monitor customer reviews. Share insights with management as needed.
- Distribute Fort Monroe Calendar to local and national electronic and written publications.
- Assists in implementation of media public relations campaigns.
- Updates image and video library as necessary.
- Assist with FMA website maintenance and updates.
- Provides media (video or photography) to Director of Communications or other FMA departments or media outlets for the purpose of promoting or supporting the FMA and Fort Monroe.
- Work with the Director of VEM and other VEM staff during all FMA events with general event tasks including but not limited to set up, break down, and event oversight.
- Performs other duties as assigned by the Director of Venues, Events and Media Productions.

**Required Skills/Abilities:**

- Skilled working knowledge of videography, photography and audio recording and broadcasting equipment.
- Working knowledge of live broadcast production.
- Skilled working knowledge of video and photography editing software. Experience with Microsoft Office Suite, Microsoft Access, Adobe, Wirecast, LiveU, Davinci and/ or similar software preferred.
- Professional experience in content creation and oversight of social media platforms.
- Familiar with website construction and maintenance.
- The ability to work independently, while remaining flexible to meet the needs of the rapid pace of the Fort Monroe Authority.
- The ability to receive and convey information to others.
- Requires strong written and verbal communication skills.
- Valid VA driver license.
- Must have reliable transportation.
- Must be available to work evenings, weekends, and holidays. Some split shifts required.

**Qualifications:**

*Education:* Two years of undergraduate study in Broadcasting, Communications, Journalism, Marketing, or Public Relations or related field required. Bachelor's degree in a related field preferred.

*Experience:* Skilled working knowledge of live broadcast production. Previous professional working experience in content creation and oversight of social media platforms. Experience Microsoft Office Suite, Microsoft Access, Adobe, Wirecast, LiveU, Davinci and/ or similar software preferred.

Or combination of equivalent education and experience.

**Note:** All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.