

Multimedia Content Manager

Status: Exempt	Salary Range: \$52,000 – \$63,000		Created: 10.2022
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Job Description: The Multimedia Content Manager for the National Cowboy & Western Heritage Museum will have strong creative videography and photography skills and the ability to use video in an array of multi-media platforms to convey messages to global audiences supporting the Museum's mission and membership efforts. The candidate must be able to create a content strategy to include researching and accumulating relevant content, as well as scripting and editing the video product. Must be self-directed and capable of conceptualizing, recording, editing and posting video. Studio experience with product photography and editing for online retail also needed, as well as the ability to capture and edit photographs for use on the Museum website and social platforms. Additionally, they must manage the content on the site appropriately. This is a newly created position.

Duties & Responsibilities:

- Create, manage and oversee video/photography projects from conception to completion
- Lead content development strategy with "stories" consistent with the Museum's brand image
- Record video and/or audio media, edit media and post media
- Product photography for the Museum Store, as well as event and other photography needs
- Manage the Museum's video platforms
- Other related duties and responsibilities as assigned

Required Experience & Education

- 5 or more years of experience in videography, photography and digital solutions
- Bachelor's degree in related field or equivalent experience.

Required Skills

- Ability to lead Museum in cutting-edge digital content in tandem with marketing efforts
- Ability to work with multiple departments and/or stakeholders through creative concept and production processes
- Skilled in various reporting techniques
- Willingness to work hours outside of a traditional work week (some evenings, weekends and special events) and travel on occasion for some projects
- Deep understanding of and desire to participate in new technology, including social media
- Ability to adapt in a changing media and technology landscape
- Ability to use video editing software (Premiere, Final Cut Pro, etc.)
- Basic Web development skills

How to Apply: Send your resume, cover letter and examples of your work to HR@nationalcowboymuseum.org.