

# **JOB OPENING**

## **INTERVARSITY PRESS**

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Visit [ivpress.com/jobs-and-internships](http://ivpress.com/jobs-and-internships) to fill out and submit an application.

Portfolio required with application.

**JOB TITLE:**                    **Digital Media Specialist**

**Supervised by:** Director of Creative & Customer Engagement

**Status:**                    Full-time, non- exempt

### **PURPOSE:**

To advance the purpose of InterVarsity Press, the Digital Media Specialist role will focus on digital content production, with significant requirements in video/audio editing. The ideal candidate is versatile and interested in a role that spans a variety of digital areas and disciplines for both self-directed initiatives and new title promotion and building brand awareness.

### **MAJOR RESPONSIBILITIES:**

#### **Produce digital media**

- Exercise creativity and self-motivation to contribute to a culture of professionalism and exceptional production
- Produce original video and audio content from start to finish on a daily basis for the digital media space, including social media platforms, blogs and [ivpress.com](http://ivpress.com)
- Shoot, edit and create video and motion graphics
- Produce content to highlight the InterVarsity Press brand, titles and programs
- Work closely with internal stakeholders to develop and schedule videos
- Develop or assist copywriter with video and audio scripting
- Deliver produced content on time to internal and external stakeholders
- Post content videos/audios to [ivpress.com](http://ivpress.com) book pages
- Be responsible for the archiving of video content and digital asset management
- Maintain a schedule of online video and audio webinar classes and meetings

#### **Photography**

- Take new employee photos
- Take product shots as needed for print and web projects

- Provide original photos for book covers as requested by the art director

### **Research, Reporting and Development**

- Be a continuous learner in order to keep IVP in the forefront of video and audio trends
- Provide prototypes of new ideas and formats such as: podcasts, webinars and animation
- Track and analyze results of work to find strengths and weaknesses

### **Author Support**

- Be able to make authors at ease during video shoots and audio recordings
- Provide occasional video and audio training for authors creating their own content

### **Outsourcing Resource**

- Maintain and be familiar with the work of video and audio groups to resource for unique projects
- Provide production support for outsourced projects
- Edit work supplied from author and organizations

### **Organizational and Department Support**

- Participate in weekly department meetings
- Attend monthly office meetings and other cross-departmental or office-wide meetings
- Travel to and attend conferences and/or author events at the request of Sales, Marketing or Creative & Customer Engagement directors
- Assist with web content creation, blog entries and campaign landing pages as assigned
- Will perform other duties as assigned

### **QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith
- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- 2-3 years of experience producing audio, video and animation resources
- Bachelor's degree in film, communications, journalism, marketing or a related field
- Proficient in Adobe Production and Creative Suite, Final Cut or Adobe Premier, experience using Apple Logic or Pro Tools, a plus
- Collaborative; demonstrated ability and commitment to work in a diverse team environment
- Attention to detail and high work standards
- Planning and organizing; ability to juggle multiple tasks
- Initiative and follow-through; ability to complete tasks independently and produce projects on time and within specifications
- Ability to achieve and maintain a high level of knowledge regarding InterVarsity Press products, services, policies, programs and procedures; prudence with confidential information
- Be a contributing member of the IVP community
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8