### Job Posting Preview

- **Requisition ID**: 22994BR
- **ASU Job Title**: MultiMedia Technician
- **Job Title**: MultiMedia Designer/Production Artist
- **Campus/Location**: Campus: Tempe
- **Job Family**: Information Technology
- **Department Name**: WPC Dean Mkt & Comm
- **Full-Time/Part-Time**: Full-Time
- **VP Code**: EXEC VP/PROVOST
- **Scope of Search**: Open
- **Grant Funded**: This is not a grant funded position and is not contingent on future grant funding.
- **Position Category**: 02
- **Salary Range**: $28,800 to commensurate with education and experience
- **Close Date**: 03-June-2016

### Job Description

The Marketing and Communications Office is looking for an individual who uses creative thought in designing, developing and delivering visual, multimedia, animation, and graphic elements for marketing and communications assets. This position is responsible for the creation of design elements and overall quality visual messages, which promote the school’s activities to internal and external constituents including faculty, staff, students, parents, alumni, donors, and the community.

### Essential Duties

- Confers with clients, editors, marketing persons and others regarding project specifications such as graphic content, layout and media requirements;
- Works closely with Creative Director in the selection of vendors and arranging delivery of the finished product; participates in job estimation, vendor specifications, and vendor relations; coordinates production of material with outside vendors by monitoring jobs in progress, resolving technical problems, proofing material and ensuring deadlines are met.
- Creates electronically designed page layouts and web-based graphics, imports word processing files into space layouts.
- Maintains department files of completed assignments; maintains accurate logs of work.
- Designs, creates, delivers and modifies multimedia and web-based graphics, video and sound elements; determines format, approach, content, level and medium to most effectively achieve results; develops and incorporates 2D&3D animation as appropriate.
- Develops layout design and concept, selects and secures appropriate illustrative, photographic and sound materials; evaluates and modifies media materials to achieve desired objectives and results.
• Tests new multimedia technologies and evaluates educational applications; configures, maintains, upgrades and troubleshoots resource studio multimedia technologies
• Coordinates and performs technical duties in production of video broadcasts, podcasts, streaming and other field and/or studio productions to ensure seamless sequencing of images and sounds
• Operates video editing equipment; determines/edits special effects, composition and overall design of video productions; records audio
• Serves as assistant to producer and/or director of video and still photographic events; schedules equipment, selects location(s) and develops storyboard; completes all post production editing and/or integration of elements to achieve desired outcome; maintains archives of digital photographs
• Remains abreast of technology directions, initiatives and trends within scope of expertise to provide ideas, guidance and recommendations
• Mentors and cross-trains other team members in areas of knowledge.

Minimum Qualifications
Bachelor’s degree in Graphic Design, Graphic Arts, or a related area OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
• Evidence of a Bachelor’s degree in visual communication design, visual art or related field preferred.
• 1+ years of directly related experience
• Experience within higher education preferred.
• Experience with web design preferred.
• Experience in marketing, advertising, public relations agency or in-house.
• Experience providing creative ideas to achieve desired results using text, images and sound while understanding targeted audience needs/requirements.
• Experience with timeline-based video editing software and media conversion for the web.
• Experience creating web graphics.
• Evidence of new media and innovative approaches for promoting a strong, heritage brand (i.e. Web, audio, and video).
• Evidence of effective communication, organizational and multi-tasking and problem solving skills.
• Demonstrated knowledge in web-development, design and commercial offset printing standards and practices.
• Demonstrated knowledge in production gear (i.e., still/DSLR and recording equipment).
• Demonstrated knowledge in design principles (i.e., form, color, composition, etc.).
• Demonstrated knowledge in video/audio production equipment (i.e., cameras, mixers, etc.); video/audio post-processing and media conversion.
• Demonstrated knowledge in principles regarding editing, graphics, titling.
• Experience in computer proficiency related to daily job functions in (both Mac and PC platform proficiency is a plus):
• Experience in Adobe Creative Suite 6 (including Photoshop, InDesign, Illustrator, and After Effects), Final Cut Pro, HTML, Drupal;
• Experience in 2D imaging software and 2D vector animation software (i.e., After Effects, Motion.)

Working Environment
Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and
manual dexterity associated with daily use of desktop computer; bending, stooping, reaching, lifting and pushing objects of varying weights up to 50 pounds. Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties. May include exposure to external environment/climate conditions including walking on uneven surfaces, climbing and high temperatures.

Department Statement

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at [http://wpcarey.asu.edu](http://wpcarey.asu.edu).

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree).

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.