

Media Manager

ADMINISTRATIVE STAFF



JOB DESCRIPTION

The Media Manager's role is to capture a clear, cohesive, and complete picture of the experience at Tapawingo. You will be responsible for taking and editing photos/video footage of summer activities in order to create weekly slideshows and create content for the social media platforms.

REQUIREMENTS

The following are preferred or required:

- At least 20 years of age
- Agree to our Statement of Faith
- Camera equipment preferred (we can provide or assist with our gear)
- Photography and videography experience with a portfolio to show
- Good understanding of Premiere Pro and Lightroom

RESPONSIBILITIES

- Capture photo and video footage of camp activities and events for social media and other promotional material for the year.
- Manage the content calendar; create timely, detailed, and engaging content.
- Adhere to brand guidelines and meet deadlines.
- Work on marketing projects for present and future campaigns.
- Show organizational skills; organize content folders and be efficient with tasks/projects.
- Attend weekly administrative and marketing meetings with supervisors.
- Analyze new data; report on how to adjust marketing strategies.
- Show flexibility, a positive attitude, and a willing spirit to learn outside your area of expertise.