

Media / Technology Manager

ADMINISTRATIVE STAFF



JOB DESCRIPTION

The Media / Technology 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. You will be the designated leader for troubleshooting technology issues with the responsibility of setting up Tapawingo's nightly slides for worship!

REQUIREMENTS

The following are preferred or required:

- At least 20 years of age
- Agree to our Statement of Faith
- Photography and videography experience with a portfolio to show
- Good understanding of Premiere Pro and Lightroom
- Tech- savvy, able to help troubleshoot with computer / internet issues and assist with the set up of the office equipment.

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.
- Show flexibility, a positive attitude, and a willing spirit to learn outside your area of expertise.
- Focus on capturing the diversity of campers at Tapawingo
- Run slides for worship and train staff on how to do so in your absence.
- Assist fellow staff who need help with their computers in the office in a timely manner. Be the point person for technology needs.
- Assist Leadership Team when issues arise with Network / Internet.