



Hôpital général juif
Jewish General Hospital

Title:	Digital Media Producer
Accountability:	Department of Public Affairs and Communications
Intended start date:	Immediate
Position Type:	Freelance, approx. 7 hrs/week
Supervised by:	Web and Digital Media Specialist and Director, Public Affairs & Communications

The Jewish General Hospital Department of Public Affairs & Communications seeks a creative and motivated Digital Media Producer to help expand a dynamic online communications program at a leading healthcare institution.

Working closely with the Director, Public Affairs and Communications and the Web and Digital Media Specialist, you will produce and develop video, audio and graphics content for the JGH.ca website that promote and publicize events, activities and major initiatives. You will apply your post-production skills to edit and package audio and video content for CD, DVD, mobile, downloadable and streaming access (e.g. podcasts, video clips). You will help identify new content possibilities, social networking opportunities, and web 2.0 technologies.

Principal duties and responsibilities

- Produce and package audio, video and graphics content for distribution on the web, DVD, InfoScreens, and other emerging distribution technologies
- Coordinate and produce audio and video podcasts – production and post-production
- Edit audio, video, and graphics content according to specifications provided and/or best practices
- Convert analog videotape to digital media
- Assist in the recording of audio and video, and in the taking of digital images and photos
- Support the Public Affairs Department using skills in multimedia production

Qualifications and Requirements

Education: Diploma or Certificate in Multimedia Design or similarly relevant program with a focus on audio and video

Pertinent experience: 1-2 years experience in audio and video production and post-production

Skills required:

- Knowledge of and experience in recording and editing audio and video files and packaging them for distribution on the web, podcasts, iTunes, DVDs, and other emerging distribution technologies
- Experience in storyboarding audio and video clips to tell a brief but compelling story or informative news story
- Proficiency with audio and video editing software such as Garageband and Final Cut Pro; knowledge of Photoshop
- Experience or knowledge of web content management systems, working knowledge of HTML
- Strong organizational skills and an ability to handle multiple tasks and requests under tight deadlines
- Creative and motivated, collegial and collaborative

This position is available immediately. Interested applicants please apply in writing before **Friday, December 3, 2010**. Email your resume and brief cover describing how you meet the qualifications and requirements to dkemper@igh.mcgill.ca

We thank everyone for applying. But only those to be interviewed will be contacted.