

Job Description — Marketing Associate – Videographer/Photographer/Designer

Position:	Marketing Associate
Location:	Customs House Museum & Cultural Center
Job Type:	Part-Time
Classification:	Non-Exempt
Salary/Hourly:	Hourly
Reports to:	Marketing Design Manager

\\Chmsserver2\usershares\WICK\Documents\CHM_Company\Job Descriptions\Marketing Associate_2023_12_06.docx

Position Overview

Under the direct supervision of the Marketing Design Manager, the position is for an energetic team player who will assist the Marketing team with creating videos, photographing events and exhibits, editing images, and assisting with marketing design. This position is an on-site position dealing with both digital and physical components.

Essential Functions

1. Captures, edits, and organizes video/photo content; including daily museum activities, special events, exhibits, items for retail sale, and other assignments
2. Prepares video/photo content for use online and in print
3. Maintains video/photo/audio equipment and makes recommendations regarding equipment purchases
4. Creates motion graphics
5. Collaborate with the Marketing team to develop scripts and storyboards for short videos
6. Assists in developing multimedia presentations for special events
7. Completes basic graphic design tasks
8. Performs basic content updates on our website using WordPress
9. Other duties as assigned by supervisor or Executive Director.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies

1. Skilled in capturing video/photos in both a live event environment and a studio environment
2. Proficient in Adobe Creative Cloud
3. Familiarity with a Canon EOS Rebel T7i camera
4. Knowledge of lighting techniques
5. Exceptional attention to detail and accuracy with proven ability to effectively manage multiple priorities, meet deadlines, creatively troubleshoot, work independently and effectively collaborate with cross-functional teams
6. Some experience with graphic design and related software
7. Professional demeanor and excellent people skills
8. Excellent verbal and written communication skills

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Working at desk and utilizing a computer for prolonged periods;
2. Good hearing and vision
3. Good eye/hand coordination.

Education and Experience

Graduation from secondary education or GED required, higher education degree preferred. Special Events experience is preferred but not required.

Schedule

1. This is a part-time at-will position.
2. 20-25 hours per week; Schedule is flexible. However, some evening and weekend availability is required for special events.
3. \$15.00 per hour
4. Pay periods are semi-monthly on the 15th and last day of each month.

Travel

This position does not require travel.

Benefits

The Museum offers part-time employees paid holidays, vacation, and sick leave. Insurance benefits are also available for short-term disability/accidents and SIMPLE IRA participation.

To Apply

Send portfolio, cover letter and resume to marketing@customshousemuseum.org

Only complete applications will be considered.

All new or vacant positions at the Clarksville-Montgomery County Museum, d.b.a. the Customs House Museum & Cultural Center will be filled by the selection of only fully qualified applicants, regardless of race color, gender, religion, national origin, age, or disability who meet the job related criteria of the job description. All potential employees will undergo a background check, and must provide proof of being able to legally work in the U.S. Employees who have cause to drive their own vehicle and/or Museum vehicle for approved Museum business must have a valid driver's license and proof of auto insurance.