Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Assistant Director of Media Services – Digital Media
Information Technology & Innovation

Western Connecticut State University is pleased to announce that applications are being accepted for the position of Assistant Director of Media Services – Digital Media.

Position Summary: The Assistant Director’s primary responsibility will be producing high quality, engaging video and digital media for promotional and instructional purposes for the university. The successful candidate will work with university staff, faculty and students in developing a strategy to produce video and digital media that align with the goals of the university and will conduct the cinematography, lighting, audio, editing and graphics to meet those goals. Additional duties include scheduling and providing media support for events held at the university; supervising the equipment distribution process; managing the Video Editing Lab; providing faculty and staff the necessary training in the use and application of media technology; researching and purchasing media equipment and materials; developing the content for and distribution of digital signage as well as supervision of part-time Media Services staff.

Qualifications: Bachelor’s degree in Communication, Media Production, Digital Media or Film is required. Three (3) years of experience in producing digital media/video is required. Experience in a higher education Media Center, IT or Marketing/Communication area is preferred as is experience working with media technology (e.g., classroom technology). Must possess creative and technical proficiency in all aspects of digital media/video production (scripting, cinematography, lighting, audio, editing), have excellent communication skills; ability to communicate technical concepts to technical and non-technical people. Evening and weekend work will be required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is $52,489 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references, a resume and a 3-4 minute video demonstrating creative and technical proficiency in video/digital media production. The video must demonstrate expertise in cinematography, lighting, sound and editing. The video must be submitted along with application materials in an MP4 format. Email your application materials to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Media Services

Application Deadline: Application materials should be submitted to hrpositions@wcsu.edu and must be received by Friday, March 23, 2018. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or
conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

Western is an Affirmative Action Equal Opportunity Educator/Employer