



Media Arts Manager Job Description

Position Title: Media Arts Manager

Department: Media

Reports Directly To: Executive Director

Reports Indirectly To: Associate Executive Director

Directly Supervises: Show Manager, Sound Technician, Media Content Producer (2)

Indirectly Supervises: Male and Female NorthBay Live Show Hosts

Date: 6/21/17

SUMMARY: The Media Arts Manager is responsible for leading and managing all aspects of NorthBay's Media Arts Department including but not limited to: video, live show and print production, social media management, branding and design, web development, equipment management, creative works and marketing support.

The successful candidate will be intimately familiar with the field's latest and best practices and procedures while possessing appropriate skills and experience with: coordination, creativity, personnel management, leadership, project and product management, organization, graphic design, developing creative standards, illustration tools, desktop publishing skills, multimedia content development

The Media Arts Manager is a key leadership position within the organization and is involved in leading the overall creation, communication and implementation of the organizations mission and related strategies. Creativity, leadership, an entrepreneurial spirit strong understanding of NorthBay's mission is crucial. The successful candidate will possess the ability to work independently and within a team in a fast paced environment while meeting deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Manage departmental needs; prioritize projects; establish and work toward future goals/vision of the media department as it fits within the overall NorthBay mission and goals.
2. Provide leadership, guidance and training to media staff; establish the direction/structure/timelines for projects and follow-up on deliverables
3. Produce content for video and web to represent new initiatives and marketing needs
4. Development of new programming, content and marketing materials
5. Work with the marketing team to support their efforts by creating marketing materials as team member with NorthBay's Marketing Project Team as marketing resource
6. As a member of the Executive Leadership Team, ensure that NorthBay's message is integrated into all programming and that the Media Manager and team exemplify NorthBay's mission
7. Ongoing review of existing programming, video and web exposure to ensure fresh and relevant content.
8. Establish and manage budget needs of Media Department
9. Assistance with large scale mission-wide programs on a leadership level
10. On-stage hosting of NorthBay meals and program (as needed)
11. Work independently to meet deadlines while managing multiple projects at once



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QUALIFICATIONS:

To perform this job successfully, the candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of a bachelor's degree plus 5 or more years' experience in any of the following fields:
 - Live Film, TV or Stage Production
 - Web/Graphic Design
 - Video Editing and Production
 - Creative Management
- Proven experience in successfully leading a creative team
- Nonprofit experience an advantage
- Training background and experience in the theatre, film or television (on stage or behind the scenes)
- Experience with coaching and directing talent (actors, hosts, music performers)
- Experience and proven talent in filming, editing and video production
- Experience and proven talent in website development and management
- Experience and proven talent in graphic art design and production
- Spanish as a second language is encouraged