

**Position Title:** Media Specialist and Co-Host  
**Department:** Media Arts  
**Reports Directly To:** Dana Lewis - Media Arts Manager  
**Reports Indirectly To:** Keith Williams – Executive Director  
**Location:** NorthBay (North East, MD)



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**SUMMARY:** The NorthBay Media Specialist and Co-Host position combines two critical areas of NorthBay’s mission – Our daily video execution and our nightly show produced in-house by NorthBay’s media staff. A primary role of this position is to shoot and edit video of student’s trips to NorthBay for showing within the live show setting each evening.

Hosting NorthBay Live, the second role of this position, is just as important – if not more – than the daily video. Along with one other co-host, this role acts as the mouthpiece of NorthBay’s character program - NorthBay Live. Unpacking video segments, discussing key themes of the day with students, and lovingly challenging them to know that their choices matter is this role in a nutshell. The NorthBay Live Hosts are the visual representatives of our challenge to students to think about not only the choices they make regarding the environment, but also themselves and their own futures as well as the people around them.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Daily photography & video capturing
- Editing video projects as needed for NorthBay’s live production and online distribution.
- Perform as co-host of the NorthBay Live evening show.
- Other duties as assigned.
- This position primarily occurs during the afternoon/evening shift.

**MINIMUM QUALIFICATIONS:**

- Bachelor's or Associate degree or equivalent experience in media production.
- Experience with youth work and/or mentoring.
- Stage presence and positive temperament. Ability to “control” a room of students with varying abilities to engage.
- Ability to memorize script dialogue, adherence to NorthBay’s and Media Arts’ missions on and off stage.
- Strong desire for students to learn, grow and change their negative thinking habits.

**PREFERRED QUALIFICATIONS**

- Musical & performance ability/experience
- Graphic & web design experience
- 1-2 years of media related work experience (video, web, graphic design, audio production)

**SUPERVISORY RESPONSIBILITIES:** N/A

**LANGUAGE SKILLS:**

Strong communication skills required, both verbal and written.

**LICENSES, CERTIFICATES, REGISTRATIONS: N/A****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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.