

POSITION: Media Specialist (Audio Visual)

ORGANIZATION: NorthBay Education Inc.

LOCATION: North East, Maryland

REPORTS TO: Media Arts Manager

EXPECTED START DATE: Position immediately available



BACKGROUND:

Transform lives. Inspire Action.

Four words that serve as the guiding principle of NorthBay Education Inc's vision. NorthBay is an outdoor environmental education and retreat facility with a mission to change lives. Our NorthBay Academy program is a 16-week, dual-enrollment instructional intervention created in collaboration with Johns Hopkins School of Education. Small, school-based cohorts of students stay in residence at the NorthBay campus, Monday through Friday, while staying connected to their school's staff and virtual learning curriculum.

JOB OVERVIEW:

NorthBay Education is looking for a seasonal (through March 21, 2021) Media Specialist to function as the coordinator of A/V equipment, lead afternoon enrichment activities with students including teaching basic media skills, and capture video and photos of the Academy program in action. Video editing, set-up of A/V equipment and contribution to creative projects are also key functions of the Media Specialist role.

MAIN ROLES & RESPONSIBILITIES:

- Assist with set up & maintenance of A/V equipment
- Lead enrichment activities with students
- Daily photography & video capturing
- Assist Education Team with students as needed
- Function as sound engineer for live show
- Some video and photo editing

KEY RELATIONSHIPS:

- Students
- Media Team Members
- Education Team Members
- Media Arts Manager

EDUCATION AND EXPERIENCE:

Required:

- High School Diploma or equivalent
- Proficient with audio & video equipment
- Confident working with middle school students

Preferred:

- Experience with digital sound boards
- Video production proficiency
- Final Cut pro experience
- Expertise in Adobe creative suite

WHAT SUCCESS LOOKS LIKE:

To be successful in this role, we expect you to be highly committed. We expect you to be an excellent communicator (both written and verbal) and expect you to be teachable; successful candidates are flexible team players with a heart for service.

Part of NorthBay's Mission is to challenge students to understand how their choices affect themselves, the environment, and the people around them. Because leading enrichment activities is a core part of this role, an ideal applicant should have a desire to work with and positively impact 6th grade students. Applicants should also be patient, fun-loving and confident in their ability to motivate and assist students (and co-workers) in everything from learning new skills to working through homesickness. Applicants must be able to work positively in a changing environment with a willingness to jump in where needed as well as display the ability to collaborate with the team.

HOW TO APPLY:

To apply, please email your resume and cover letter to northbayjobs@northbayadventure.org. Please mention the position name in the subject line of the email.

We thank you for your interest in working for NorthBay Education.