



Position Title: Video Production Specialist

Position No.: 202110a

Type: Temporary Full Time Contract (6 month)

Hours/week: 32

Pay Rate: \$16.00/hour

Company Overview

The Georgian Bay Cancer Support Centre (GBCSC) is a not-for-profit, community-focused organization whose mission is to provide emotional, physical, social, spiritual support, education and information as complement to the medical system for people affected by cancer. With a growing membership base of close to two hundred individuals living in a large geographical area, we strive to deliver programs and services that meet the diverse needs of our community at every point throughout their cancer journey. We are funded almost entirely through grants, and the generosity of donors.

Position Overview

Funded through a grant awarded by the Ontario Trillium Foundation, the position of Video Production specialist will be paramount to the effective delivery of the Centre's programming needs. The successful candidate will be responsible for shooting live event coverage, editing video content for various platforms, and providing final video content that is meaningful and appropriate for each respective program or event. The video production specialist will report directly to the executive director, and will collaborate with multiple team members and stakeholders to successfully fulfill the responsibilities of their role.

Job Description

Responsibilities:

- Capture live event footage, both on site at the GBCSC and at a number of remote sites throughout the region as needed
- Edit video content for various platforms including YouTube, Instagram, and Facebook
- Publish all complete video content as needed based on the respective program, campaign, or event needs
- Coordinate with relevant stakeholders to ensure all resources, personnel and other, are scheduled as needed to facilitate the GBCSC's video production needs
- Work with Internal teams to gather assets for social media publishing
- Work with agency of record to develop relevant content and posts

Qualifications:

- Completion of a degree in communications, marketing, or similar
- One to two years of experience with social media management, content creation, copywriting, video production, and web-design



- Ability to legally work in Canada
- Valid Ontario 'G' license and/or access to reliable transportation as needed to shoot in multiple locations throughout the day

Relevant Knowledge, Skills, Abilities and Other Attributes

- Proficient in the use of multiple social media platforms, including Facebook, Instagram, and YouTube, as well as video conferencing software including Zoom and Microsoft Teams
- Previous experience and expertise with Adobe software including Premiere Pro, Photoshop, and After Effects
- Digital content creation experience
- Advanced technology skills
- Competent in basic web design
- Graphic design experience
- Strong written and verbal communication skills
- Detail-oriented

Apply to this Position

Interested applicants should submit their cover letter and resume as a single file to Eric Walter at ewalter@gbcancersupportcentre.ca by **Sunday July 18th, 2021 at 11:59pm** in .pdf format, quoting the position title in the subject line.