

**Multimedia Producer  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=251783>

Downloaded On: Aug. 21, 2025 9:55pm

Posted Jan. 16, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Multimedia Producer
<b>Department</b>	University Communications and Marketing
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 16, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Graphic Design/Marketing Communications/Public Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21300?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21300?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Content team within Tufts University Communications and Marketing (UCM) tells the Tufts story using all available communications and marketing channels, including websites, social media, and print, and using video, audio, and photography. The team produces the university's news site Tufts Now, as well as the university's flagship Tufts Magazine. The team produces two weekly e-newsletters featuring Tufts Now content (Weekly Roundup and The Edit) as well as a monthly e-newsletter for all university alumni featuring content from across Tufts. The team also manages all of the university's main social media channels.

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### What You'll Do

As part of a team, the Multimedia Producer is responsible for capturing, developing, editing and all aspects of production of a range of multimedia projects for University Communications and Marketing, including video, audio and photography for the purpose of storytelling, marketing, or news coverage to be distributed on the university's websites and social properties. The Multimedia Producer is responsible for ideating projects and collaborating with teammates on projects and equipment planning/processes, and will also edit existing video assets/projects. The Multimedia Producer is expected to deliver a variety of multimedia projects on tight deadlines and manage multiple projects simultaneously. Evening/weekend work may be required.

### Essential Functions:

- Generate new ideas for creative multimedia projects and work with colleagues to determine how projects fit with overall strategy and calendar of the Content team.
- Produce and edit videos using existing assets (may include assets provided by third parties)
- Collaborate with Director of Digital Experience (and Editorial Director and Deputy Editorial Director and Content team colleagues) to develop original multimedia content for the purpose of marketing, media relations, storytelling, or news coverage to be distributed on the university's digital channels.
  - Pre-production: Develop the concept behind the project and collaborate on shoot planning/scripting, storyboarding, and setting deadlines.
  - Production: Capture multimedia (e.g., video, audio, photo), create related graphics and record voice-overs.
  - Post-production: Edit deliverable, finalize graphics, and integrate deliverables into the university's digital channels.
- Work within production schedules for multiple concurrent projects to meet tight deadlines and team/departmental expectations.
- Assist in the development and communication of multimedia guidelines and best practices for the university community.?????

### What We're Looking For

#### Basic Requirements:

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- Bachelor's degree in Multimedia/Visual Communications, Graphic Design, Communications, Journalism or a related field.
- 2-3 years of demonstrated experience in the planning, capture, and editing of high-quality multimedia deliverables (e.g., video, audio, photography) to reach both broad and targeted audiences.
- Final Cut Pro, Premiere/Audition, AfterEffects; Adobe Creative Suite, candidates must be willing to learn new software and digital tools as needed.
- Candidates should have demonstrated ability to capture and produce high-quality multimedia deliverables for use in digital channels; be a creative storyteller with strong audio/video/photography editing and technical skills; possess exceptional interpersonal communication skills, excellent attention to detail and strong organizational skills; and be able to represent the university in a professional, flexible, and courteous manner, while working with individuals of varied backgrounds and professional levels.
- Should be able to work independently and also collaborate with a team.
- Must be able to juggle multiple projects, meet tight deadlines, uphold journalistic standards, and work well with others. Must be able to carry equipment weighing up to 50 pounds, to climb stairs and ladders, and to perform job responsibilities in a range of indoor and outdoor settings.
- Candidates must be able to travel among university campuses.

### **Preferred Qualifications:**

- Experience supervising interns or other junior staff a plus.
- Familiarity with higher education environments also a plus. The ideal candidate is proactive and has a strong desire to work in a collaborative environment.
- Experience with scientific research-oriented projects (e.g., videos for STEM fields, materials science, cellular agriculture, infection and immunology, etc.) a plus.

### **Special Work Schedule Requirements:**

- May be required to work on weekends or after business hours as needed.

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**Pay Range**

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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