



## **POSITION DESCRIPTION**

### **VIDEOGRAPHER + MULTIMEDIA PRODUCER**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Videographer and Multimedia Producer plays a key role in increasing the museum's brand awareness while educating our audiences through storytelling by leading coordination and execution of long-form video content. The position is on the Marketing and Client Services Team and reports to the Director of Marketing.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Recording and editing of long-form video (10-30 minutes on average) as well as audio content for podcasts and other initiatives.
- Leading production surrounding monthly livestreams.
- Creating an editorial calendar developing and overseeing the production schedule for related content.
- Assist in the development and maintenance of related web content, which includes uploading media projects to the website and social media platforms, as directed.
- Working effectively with other colleagues and departments to executive and finalize content.

#### **General Responsibilities**

- Recording and editing of long-form video (10-30 minutes on average) as well as audio content for podcasts and other initiatives.
- Leading production surrounding monthly livestreams.
- Creating an editorial calendar developing and overseeing the production schedule for related content.
- Assist in the development and maintenance of related web content, which includes uploading media projects to the website and social media platforms, as directed.

- Working effectively with other colleagues and departments to executive and finalize content.
- Able to work independently and lead projects from start to finish.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy, and innovation.
- English fluency.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

### **Position Requirements**

- At least three years of relevant work experience in multimedia production, video or sound editing, digital content production, or another related role.
- Deep and current knowledge of storytelling, social media, and digital content production.
- Demonstrated communications and project management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- English fluency.
- Proficiency with Adobe Creative Suite and related software.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Drone experience and certification.
- Some knowledge of cultural institutions or historic sites.
- Associate-level degree or higher in a related field.
- Motion graphic skills.
- Graphic design skills.
- Spanish, Haitian Creole and other language skills.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$60,200 for someone meeting the requirements of the position to approximately \$66,000 for someone exceeding them.

### **Work Environment/Physical Demands**

Most of the work is done in an office setting, with some portion involving interaction with the public, community members, partners, donors, vendors, contractors, and other constituents on and off site. Vizcaya is a non-smoking environment. This position also has the flexibility to work remotely / work from

home a maximum of two days per week, when on-site presence for filming and content capture is not needed.

**Position Type/Expected Hours of Work/Schedule**

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Periodic evening and weekend work is required.

**To Apply**

Please submit a resume and cover letter expressing your interest in this position to: [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org). All applicants should be prepared to show portfolio samples upon request. Please reference the position title in the subject line of your email.

**Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated February 6, 2023.