### AMA STAFF POSITION DESCRIPTION

<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Museum Multimedia Producer</th>
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<tbody>
<tr>
<td><strong>CLASS:</strong></td>
<td>Non-exempt staff</td>
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| **SUMMARY:** | • Reports to the National Model Aviation Museum Director.  
|             | • Involved with digital projects from concept to delivery, including website, museum object photographic documentation, museum film collection, social media, and museum exhibits. |

| **RESPONSIBILITY:** | • Focus of the position is the creative development, implementation, and management of digital media properties for the National Model Aviation Museum. |

| **ESSENTIAL FUNCTIONS:** | • Work with museum staff to grow website—including developing and maintaining interactive components, blogs, mobile apps, and social media.  
|                          | • Develop and manage the museum’s object photography project—photographing objects, post production, and integration into existing platforms. Maintain equipment.  
|                          | • Work with museum educator to develop virtual classes, informational pieces for clubs, and educational museum apps.  
|                          | • Coding public websites and Web pages accessibly through in-gallery interactive exhibits.  
|                          | • Assist with general museum operations and tours. |

| **CREDENTIALS AND EXPERIENCE:** | • Education minimum: Bachelor’s degree in creative media, communications, information technology, or related field.  
|                                 | • Experience with video and photography—studio and field—including:  
|                                 |   o Audio  
|                                 |   o Lighting techniques  
|                                 |   o Fluent in Adobe Premiere and familiar with Adobe After Effects  
|                                 |   o Strong knowledge of Photoshop  
|                                 | • Familiar with Adobe Creative Suites on a PC.  
|                                 | • Able to create Web content through a content management system interface.  
|                                 | • Experience with open-source platforms such as WordPress or Drupal.  
|                                 | • Capable of independent actions and decisions.  
|                                 | • Excellent writing and interpersonal skills with ability to communicate concepts and ideas.  
|                                 | • Experience with app development is preferred. |