



MEDIA PRODUCTIONS COORDINATOR

JOB POSTING

Role: Media Productions Coordinator

Location: Charter Institute at Erskine

Location: In Office 5 days a week

Start Date: March 2026

GENERAL STATEMENT OF JOB

The Media Productions Coordinator supports the Institute's mission by creating high-quality visual content that highlights programs, student experiences, and organizational impact. This role is responsible for producing engaging video, photography, and multimedia content that strengthens communication, storytelling, and community engagement.

This position works closely with department leaders and team members to ensure media projects align with strategic goals and effectively communicate key messages. The ideal candidate brings a strong creative eye, foundational technical skills, and a willingness to continue developing in a collaborative, education-focused environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Capture and produce video and photo content that reflects the Institute's mission and programs
- Collaborate with leadership and internal teams to plan and execute media projects that support organizational goals
- Coordinate production timelines, shot lists, and deliverables across multiple projects
- Edit and deliver polished content for use across digital platforms, presentations, and campaigns
- Document events, school activities, and community engagement efforts
- Maintain and organize media assets, including video libraries and photo archives
- Ensure visual content is consistent with brand standards and messaging
- Support the communications and marketing team by aligning production work with broader strategies
- Stay current with trends and emerging tools in media production

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Marketing, PR, Mass Communications, or Journalism or higher from an accredited educational institution required.
- Demonstrated interest in media production, storytelling, or digital content creation
- Strong organizational skills and ability to manage multiple projects simultaneously
- Effective communication and collaboration skills
- Ability to take direction and work both independently and as part of a team
- Willingness to learn and grow in technical production skills

PREFERRED EXPERIENCE & TECHNICAL COMPETENCIES

- Experience operating mirrorless camera systems such as Canon R-series (R5, R6, R7), including manual exposure and focus modes
- Understanding of video fundamentals such as frame rates, codecs, bit rates, and resolution settings
- Familiarity with shooting in log profiles (e.g., Canon Log / C-Log3)
- Experience with Adobe Creative Cloud tools, including Premiere Pro, After Effects, and Photoshop
- Knowledge of lighting techniques, including three-point lighting and natural light balancing
- Experience capturing audio using lavaliers, shotgun microphones, and external recorders
- Familiarity with stabilization tools such as tripods, monopods, or gimbals (e.g., DJI Ronin series)
- Experience with drone operation and aerial content capture



CORE COMPETENCIES:

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintains confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.
- Creative thinking and visual storytelling
- Attention to detail and quality
- Time management and project coordination
- Adaptability and problem-solving
- Collaboration with cross-functional teams
- Initiative and commitment to continuous improvement

MOBILITY:

Primarily sedentary, able to sit for long periods of time

PHYSICAL REQUIREMENTS:

Ability to transport and set up media equipment weighing 40-50 lb.

ENVIRONMENTAL CONDITIONS:

Usual Office Setting (8 am to 5 pm – Monday through Friday)

Full-time position with a combination of on-site production and office-based editing

Availability to attend occasional evening or weekend events as needed

AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DISCLAIMER

This job posting is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.