

Job Description

Position Title	Content Creator
Department	Marketing & Communications
Type of Position	Regular
Reporting to	Manager, Video Production

POSITION DESCRIPTION

The incumbent will be working with the Video team to generate concepts, research, script, recordings and assist with creative tasks.

DUTIES AND RESPONSIBILITIES

- ✓ Create and develop multimedia (audio/video) content for marketing purpose which includes student, faculty, academic programs, institutional and annual event videos.
- ✓ Storyboard, scripting, shoot scheduling.
- ✓ Work independently, as well as part of a team, to establish project deliverables.
- ✓ Collaborate closely with internal departments and stakeholders to help facilitate the creation of multimedia content.
- ✓ Incorporate feedback effectively.

REQUIRED JOB SPECIFICATIONS

Required Qualifications	✓ Bachelors or Masters in Arts.
Required Experience	✓ Minimum three years of experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	MS Excel, word & PPT/Prezi	High
2.	Written and Verbal Communication in English	High
3.	Understanding of Video Content	High
4.	Interpersonal Skills	High
5.	Project Management	High
6.	Ability to work with tight deadlines and deliver credible results on time	High

Revision Date	November 2018	Version	1.0
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