

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### STANDARD JOB DESCRIPTION

## Multimedia Producer/Videographer

**Job Code:** 9384

**Position I.D.:** 0120356

**Job Title:** Multimedia Producer/Videographer

**Status:** Shakman Exempt

**Salary Grade:** 23

**Division:** Communications

### Job Summary

Reporting to the Director of Communications, the Multimedia Producer/Videographer is responsible for producing media content such as videos, social media graphics, photos and other related multimedia content, and delivering them across multiple platforms to “tell the stories” of the Cook County Clerk’s Office, with a focus on dynamic content and high production quality that reflects latest design trends. The Multimedia Producer/Videographer will work with all of the different Divisions within the Clerk’s Office to create media content that provides information regarding different programs of the Clerk’s Office and highlights the successes of the Office. The Multimedia Producer/Videographer will also work with other Communications staff to develop content and messaging for social media and other media outlets. The Multimedia Producer/Videographer is also responsible for video production of instructional, training, and live events involving the Clerk’s Office. This position will require an occasional flexible shift (i.e. nights and weekends).

### Essential Job Duties

- Creates, produces and edits media content for the Clerk’s Office, including videos, graphics, photos and other related content.
- Produces all video recorded productions for the County Clerk website, social media and other electronic media and is responsible for ensuring high quality video and audio mixing and balancing.
- Accompanies the Clerk to outreach and community events to obtain content to be used on social media and other media platforms.
- Designs and produces print materials and graphics and ensures that print materials conform to

requirements of the printer/print shop.

- Works with the Elections Division to ensure that print materials and materials utilized on social media incorporate different languages used on ballots or other Election-related materials, as required.
- Updates the County Clerk’s social media pages, creates content and graphics for social media and works collaboratively with the Deputy Clerk of Communications, Director of Communications and other Division Heads to respond to comments and inquiries from the public that come through social media platforms.
- Works with other Divisions of the Clerk’s Office to create print and media content that provides information regarding the different programs of the Clerk’s Office.
- Assists with the video production of training or instructional materials designed for internal and external audiences.

### **Minimum Qualifications**

- Possession of a High School Diploma/ General Education Development (GED) test certificate.
- Five (5) years of full-time work experience in videography, video production, video editing, graphic design, or photography.
- Five (5) years of full-time work experience in public relations or social media management.
- Proficiency in various graphic design and video editing software, including Adobe Creative Suite, Adobe Photoshop, Adobe Illustrator, Adobe Premier, FinalCut, After Effects, Avid, or other similar software that can be used to create graphics, editing and compositing images, and creating production-ready video.

**APPLICANTS MUST SUBMIT A PORTFOLIO OR SAMPLE OF THEIR WORK TO BE CONSIDERED FOR THIS POSITION**

### **Knowledge, Skills and Abilities**

- Skill in creating graphics to be used for informational and promotional materials
- Ability to produce videos that can be uploaded onto County Clerk website
- Knowledge of how to use social media, such as Facebook and Twitter
- Ability to work a flexible schedule, when required
- Ability to maintain relationships with members of the media
- Ability to communicate with others in a culturally sensitive manner
- Ability to learn and understand programs offered by the Cook County Clerk’s Office

- Ability to handle sensitive public relations matters
- Skill in editing media content for public dissemination
- Ability to think creatively in an effort to maximize the impact of media content
- Ability to work effectively under strict deadlines and changing priorities
- Ability to take direction, and work with minimal supervision when necessary
- Ability to engage in public relations with the media and the community
- Ability to travel throughout Cook County, as needed

**The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work. This list represents the essential, but not the exhaustive list of tasks performed by the Position. The employee may be assigned additional duties by management as needed and required.**