

## Graphic Artist / Multimedia Coordinator

The Multimedia Coordinator will support the Telemedicine and Advanced Technology Research Center's (TATRC) Public Affairs Office and all of TATRC's key labs and programs. The Multimedia Coordinator will monitor and manage the entire suite of TATRC social media logins and accounts on a daily basis. The Multimedia Coordinator will provide comprehensive documentation services, through the use of social media, video and photography, of all official activities and events sponsored and attended by TATRC. This includes shadowing the PAO and other members of the PAO team to capture the spirit of the event or demonstration, and by documenting the name, title and significance of all attending or participating. The Multimedia Coordinator will prepare various formats of media regarding those activities for dissemination, as directed by the PAO. The Multimedia Coordinator will manage and maintain the TATRC media archive.

### Specific Services and Responsibilities Include:

- Social Media Platforms:
  - Coordinate all aspects of the TATRC social media presence (Facebook, Twitter, YouTube, LinkedIn, Pinterest, Flickr) to present a coherent, militarily relevant and consistent message.
  - Perform daily "tech watch" to scan for relevant information on TATRC's Key Domains and general TATRC interests and distribute as appropriate.
  - Monitor and Generate original content, with PAO approval, based on TATRC projects, announcements, interest, etc .
  - Monitor relevant Army and DoD websites and social media outlets for pertinent information and share on appropriate social media sites.
  - Work with TATRC's Key Domains & Lab operations to ensure proper messaging is being executed online and is relevant to organizational goals.
  - Maintain awareness of the effectiveness of TATRC's social media presence.
  - Scrutinize all of TATRC's social media sites for inappropriate comments and observance of OPSEC rules.
- Video Production:
  - Produce high quality, scientifically relevant videos for general TATRC use.
  - Work with TATRC's Key leadership and PAO to generate topic centric videos to be used in various formats (i.e. PowerPoint Briefs, YouTube videos, Trade Shows, etc.) that highlight each specific area.
  - Acquire and Maintain a library of not only TATRC focused video images, but general stock images and assets that can be used for presentations and productions.
  - Conduct site visits with PI's as directed, to document progress of TATRC projects.

- Conduct interviews with PI's and relevant personnel associated with the awarded projects. Shoot "B-roll" footage for editing, as needed.
- Stay current on relevant shooting and editing techniques to maintain industry standard quality.
- **Photography:**
  - Capture still images of ALL official, relevant TATRC events, included but not limited to: VIP visits & tours, Conferences and demonstrations, meetings, symposiums, field exercises, and social events, etc.
  - Edit images to meet current professional standards.
  - Populate & Maintain a shared library of images for use in various presentations, social media outlets, websites, briefings and video productions.
  - Stay current on relevant shooting and editing techniques to maintain industry standard quality.
  - Assist and provide back up support (as needed) with the creation and editing of PowerPoint presentations.

**Specific Technical Skills:**

- **Required Knowledge, Skills, and Abilities:**
  - Extensive, In depth knowledge of social media sites (FaceBook, Twitter, YouTube, LinkedIn, Pinterest, Flickr, etc.).
  - Thorough understanding of Adobe CS and related programs, specifically Premiere and After Effects.
  - Detailed knowledge of standard photographic / video shooting and editing techniques.
- **Physical Capabilities:** Able to lift and move up to 50 lbs and be able to stand for 6+ hours at a time (special events).

**Benefits:** F/T Position includes a competitive salary (paid semi-monthly), paid annual vacation and paid federal holidays, employer-contributed medical and dental insurance, and employer-matching 401(k) retirement plan. Fully paid life and disability insurances. Eligibility for insurances and 401(k) plans begins within the first day of full time of employment. Position is located in Frederick, Maryland (Ft. Detrick). Position includes free parking.

**Compensation:** Salary offered will be commensurate with education and experience.

**TO APPLY:** Please send applications, including cover letter, salary requirements, and resume, to [hr@endyna.com](mailto:hr@endyna.com).