# Multimedia Production Coordinator

highheredjobs.com/search/details.cfm



**Type:** Full-Time
**Salary:** $75,000 per year
**Posted:** 13 days ago
**Category:** Multimedia and Audiovisual
Military
**Job Number:** JR100574

**Job Posting:**
JR100574 Multimedia Production Coordinator (Open)
**Department:**
Office of University Relations , PM
**Position Type:**
Regular
**Open Date:**
01-09-2026
**Close Date:**
01-31-2026

$75,000 Annually

**Job Description:**
The Multimedia Production Coordinator serves in the Office of University Relations (OUR) as a primary creator and coordinator of multimedia content, including videography, photography, and graphic design, helping to communicate university messaging effectively through various media channels. This role reports to the Senior Creative Director and works closely with the OUR staff in the planning, production, and distribution of multimedia assets for the university.

**Principal Responsibilities**

- The Multimedia Coordinator leads in the creation and management of multimedia content, helping to communicate messages effectively through various media channels
- The Multimedia Coordinator supports the planning, production, and distribution of multimedia assets for the university
- The Multimedia Coordinator serves as the primary videographer for the university
- Has a keen understanding of the functions and nuances of university offices with the ability to provide creative support for student enrollment, fundraising, alumni engagement, athletics, academic and other departments
- Leads in the creation of multimedia including videos, animation, graphic design and photography - Serves as the university's primary digital asset manager ensuring photos, videos and graphic files are easily accessible and well-organized
- Leads in filming field and studio shoots with equipment coordination, lighting, shooting, sound, and media management
- Edit and enhance multimedia content, including video editing, image retouching, and audio editing as needed
- Assist in creating content calendars and schedules for multimedia projects
- Help in distributing multimedia content through appropriate channels, such as websites, social media, and email campaigns
- Maintain and ensure the proper functioning of multimedia equipment and software
- Works closely with the marketing coordinator and other digital media professionals, designers, and content creators to support their needs

**Minimum Qualifications:**

**EDUCATION**

Bachelor's Degree in Multimedia, Design or related field

**EXPERIENCE**

At least five years relevant experience

Other: Applicants should submit/provide a digital portfolio and may be required to complete the institution's required
skills assessment to be considered. Some positions require specific skills such as word processing, spreadsheet,
presentation, database, email or calendaring software, and Internet proficiency.

**Skills, Knowledge and Abilities**

- Expertise in filming, camera, lighting, and sound equipment
- Expertise in long film format storytelling/narrative
- Expertise in short film social media highlights

- Expertise in video editing and video animation software (Premier, Final Cut, Motion, After Effects)
- Strong knowledge of graphic design and presentation software (Adobe Creative Suite)
- Strong knowledge and ability to use of AI tools and software
- Strong knowledge of social media platforms and the ability to design for and keep up with trends and media formatting
- Keen sense of creativity to contribute to the creation of engaging multimedia content
- Ability to learn and work with multimedia software and equipment effectively
- Meticulous attention to detail to ensure the quality of multimedia assets
- Good time and project management skills to meet multiple project deadlines
- Collaborative skills to work effectively with other team members, such as designers and content creators
- Strong communication skills to convey ideas and provide feedback within the team
- Willingness to learn and adapt to new multimedia technologies and trends
- Ability to keep multimedia assets organized and easily retrievable
- Good problem-solving skills to address technical and creative challenges

**Additional Job Information:**

**BENEFITS SUMMARY**

Coppin State University offers a competitive benefits package to include health insurance options (medical, dental, vision), life and disability insurance, retirement plan contributions, as well as paid leave and federal holidays for all regular employees. Please see the link below to view the benefits that Coppin State University has to offer.

https://www.coppin.edu/benefits

Coppin State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, genetic information, marital status, pregnancy, age, disability status or veteran status. View the EEOC Know Your Rights poster for more information regarding your rights under the law.

If you experience difficulties utilizing the online application system or you require reasonable accommodations during any part of the pre-employment process, please contact Human Resources at AskHR@coppin.edu. Please note that only inquiries regarding a request for reasonable accommodation or system issues will be responded to when contacting this e-mail account. Reasonable accommodation will be considered on a case-by-case basis.

Note: The Immigration Reform and Control Act of 1986 requires that we employ only U.S. citizens and aliens authorized to work in the U.S. New employees must present documents verifying identity and right to accept employment (see Form I9). No one will be placed on the University's payroll until all employment procedures are fully satisfied. Information contained on this position announcement is subject to correction as a result of typographical error, omission, or changes resulting from institutional restructuring and/or funding.
Coppin State University is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability. Reasonable accommodation may be requested for the hiring process, as necessary, by calling 410-951-3666.

## Related Searches:

- Multimedia and Audiovisual
- Military-Friendly