Media Lab & Multimedia Specialist

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Type: Full-Time
Salary: $55,000 - $65,000 per year
Posted: 1 day ago
Category: Multimedia and Audiovisual

Position Type: Enterprise - Staff

Education Level: 4 Year Degree

Category:
Enterprise

Description

The Opportunity:
Unity Environmental University is seeking a hands-on Media Lab & Multimedia Specialist to support a next-generation media lab and produce high-quality photo, video, and audio content that elevates Unity Environmental University's brand on a national stage. This is a 100% in-person role that blends creative production with operational excellence, owning the day-to-day function of the media lab (cameras, lighting, editing, podcasting, green screen) while delivering consistently strong visual storytelling across channels.

This is not a "one-off video" position. It is built for sustained output, fast turnaround, and modern distribution. The ideal candidate is equally comfortable filming in the field, directing a studio setup, editing efficiently, organizing an asset library, and collaborating with content, web, and design teammates to ship work on schedule. The role is also expected to thoughtfully use emerging AI-enabled production tools (e.g., transcription, captioning, logging, rough cuts, audio cleanup, metadata tagging) to streamline workflows while maintaining high standards of accuracy, accessibility, and brand integrity.

This position supports executive storytelling, student/alumni stories, enterprise partnerships, and emerging SEBUs without dedicated resources.

Salary: $55,000 - $65,000

Day to day responsibilities:

- Operate and continuously improve Unity's media lab (equipment readiness, studio setup, workflows, booking/use policies, maintenance coordination).

- Capture high-quality video and photography for daily/journalistic needs and professional brand pieces.
- Edit video and audio to produce polished deliverables optimized for web, email, social, and paid distribution.
- Produce podcast content (recording, editing, publishing coordination) and support green screen productions.
- Plan shoots and create storyboards/shot lists in collaboration with the CMO.
- Build and maintain a searchable, well-tagged media archive (b-roll library, headshots, campus visuals, event footage, partner assets).
- Establish production standards (framing, lighting, audio quality, captioning, file naming, export specs, brand look/feel).
- Use AI-enabled tools where appropriate to increase speed and quality (e.g., automated transcription/captioning, scene detection, logging/clip selection support, audio enhancement, metadata tagging), with human review and quality control as required.
- Support event coverage with pre-planning and rapid post-event delivery of highlight reels, photos, and recap assets.
- Coordinate occasional vendors/contractors (photographers, videographers, voiceover, motion graphics) as needed.
- Ensure accessibility and platform readiness (captions, thumbnails, aspect ratios, compression, performance).
- Participate in continuous improvement: test new formats and emerging tools to increase output quality and speed without sacrificing accuracy or brand standards.
- Travel as needed; maintain a regular on-site presence aligned with institutional expectations.

Qualifications

Do you have the skills?

- 4+ years of professional experience in video production, editing, photography, or related field.
- Demonstrated ability to shoot and edit independently (portfolio required).
- Experience running a studio/media lab, including equipment systems and scheduling
- Proficiency with modern editing tools (e.g., Adobe Premiere/After Effects and/or equivalent).
- Strong audio fundamentals (mic selection/placement, clean dialogue, basic mixing).
- Working knowledge of lighting, composition, camera settings, and production best practices.
- Ability to manage file systems, archiving, and consistent production workflows.
- Comfort adopting new tools and workflows, including AI-enabled production features, while maintaining human quality control.
- Strong collaboration skills and comfort operating in a cross-functional team.

- Ability to obtain a valid Maine driver's license and maintain a clear driving record.
- Ability to travel as needed.

Preferred skills:

- Motion graphics experience and/or advanced color grading.
- Experience creating content specifically optimized for social platforms and paid distribution.
- General familiarity with HTML, Java, UX principles, and WordPress.
- Familiarity with accessibility standards (captioning workflows) and brand consistency.

Location: Pineland Farms, New Gloucester, Maine

Just a half hour from Portland, Unity Environmental University Headquarters, Unity Environmental University Distance Education, In-Person @ Pineland, and the School of Environmental Business & Sustainable Ventures are based at the Pineland Farms campus. The facilities are within easy access to one of the fastest-growing cities for startups in the country.

Work Schedule:

Work hours are specific to the requirements of this position and can include days, evenings, and weekends. Working extended hours required as needed. Must be flexible and cooperative in fulfilling responsibilities and meeting the Institution's needs. Although Unity Environmental University employees are generally scheduled to work at their specifically assigned locations, there are times when travel is necessary and employees are required from time to time to attend events, meetings or work temporary assignment at any Unity Environmental University location.

Physical Demands:

While performing the duties of this job, it is regularly required to sit and talk or hear. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The use of either hand for repetitive movements such as grasping, grasping and turning, and fine manipulation is required as is the ability to use the telephone for internal and external communications.

Company Perks:

Unity Environmental University offers a comprehensive and competitive compensation and benefits package for its faculty and staff. Benefits for eligible employees include:

- Paid holidays off
- 4 weeks of PTO
- Medical, Dental, and Vision Insurance
- Short- and Long-term disability

- Life Insurance
- Retirement Plan with up to 8% match
- Relocation Assistance

At Unity College, we dont just accept difference we celebrate it, we support it, and we thrive on it for the benefit of our employees, our students, and our community. Unity College is proud to be an equal opportunity workplace and is an affirmative action employer.