



EMPLOYMENT OPPORTUNITY

City of Wisconsin Rapids

The City of Wisconsin Rapids is searching for a Multimedia Coordinator (Manager). This individual provides operational direction to the Assistant Multimedia Specialists and is responsible for community access programming via cable TV and the Internet. Additionally, the position disseminates much of the communication for City Departments.

Primary responsibilities of this position include the following:

- Assumes responsibility for the City's social media handles.
- Assumes responsibility for daily operations of Community Media and maintains the department budget.
- Acts as webmaster for the City website
- Assumes responsibility for Helpdesk tickets as it relates to multimedia task items.
- Produces local TV shows and prepares for interviews on local TV shows.
- Prepares daily and weekly TV program schedules.
- Makes all connections for live shows. Records live events for playbacks.
- Acts as the primary point of contact for employees with multimedia and communication needs.

Requirements for this position include an Associate Degree in Multimedia Production or a related field and 2+ years of relevant multimedia work experience. Knowledge of website management and maintenance is required. Demonstrated competency in common Microsoft products is required. Proficiency with photo and video editing software is required. Supervisory experience is strongly preferred.

The successful candidate will possess the ability to work independently and provide direction for employees. This person must possess the ability to assess the needs of end users and communicate with a diverse group of management and employees.

The salary range is \$54,407-\$61,560. The City offers attractive benefits (including Wisconsin Retirement System, health and dental insurance, vacation and sick leave, and paid holidays). Additional information can be located on our website: <https://www.wirapids.org/>.

Applications will be accepted through January 30, 2019. Qualified candidates should submit a resume and application via email to Recruitment@wirapids.org. Candidates must be the minimal requirements of this position in order to be considered. Applications are located at this link: https://www.wirapids.org/uploads/1/0/3/3/103347874/application_form_-_3-2018.pdf

The City of Wisconsin Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. If you need assistance at any time during this application process, please contact Human Resources at 715 - 421 - 8215.