



Office of the State's Attorney for Baltimore City

Position Announcement: Media Producer/Director

Job Description:

The Office of the State's Attorney for Baltimore City (SAO) is seeking a full-time Media Producer/Director I to work with the Communications Division which is responsible for managing all contact with the media and community.

The Media Producer/Director I is responsible for creating a wide variety of multi-media programs for the Office. This individual operates both video and still cameras for internal and external productions. This person develops, directs and edits audio and visual productions according to script and production guidelines. She/he is responsible for maintaining the SAO Internet and Intranet sites and serving as the point of contact for vendors supporting these sites. This individual is also responsible for managing all social media accounts associated with SAO and developing meaningful content. This person is often required to work in the evening hours to capture photos and video of office events or appearances by the State's Attorney. This position does not involve supervisory duties or responsibilities.

Requirements:

- Knowledge of computerized video-editing systems
- Ability to professionally operate video and camera equipment
- Knowledge of production services available from commercial vendors
- Ability to produce, direct and edit broadcast quality audio and video packages
- Must be punctual and reliable
- Must be able to occasionally work outside of normal business hours
- Must be highly organized and a self-starter
- Manage social media accounts
- Demonstrate strong creative writing skills for content development for various media platforms and external communications
- Possess working knowledge of media and public relations
- Possession of a Bachelor's Degree from an accredited college or university
- At least one year of experience in multi-media production work
- Must possess a valid Maryland Class C Driver's license or equivalent
- Must pass the Criminal Background Check and Drug/Alcohol Screening

Salary: \$44,858-\$54,520 depending upon experience. Benefits are associated with this position.

To Apply:

All interested persons should email resume and cover letter to resume@stattorney.org by **Friday, April 28, 2017**. Please use "Media Producer/Director" as the subject reference of your email and in your cover letter. Documents must be in pdf or Word format. Position remains open until filled.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.