

the Columbia Museum of ART

Title: Multimedia Production Apprenticeship

Reports to: Senior Multimedia Producer

Purpose: This apprenticeship is an opportunity to work in digital media production practices to create dynamic content for use in marketing/advertising and educational purposes. Apprentice will photograph and digitally record events and programs at the Columbia Museum of Art (CMA) under the supervision of the Senior Multimedia Producer.

Job Type/Availability: Six (6) months, with a flexible schedule of 5-10 hours per week with a wage of \$15.00 per hour. Apprentice must be able to cover events, which occur on evenings and weekends. Applicants unable to meet this requirement will not be accepted.

Requirements: Eligible applicants must be college seniors or a recent graduate with a major or minor in media arts or a related focus or equivalent experience in media production. Applicants must provide samples of work. The Multimedia Production Apprentice must have familiarity with Adobe Creative Cloud suite of programs. Any content created by Multimedia Production Apprentice will be the property of the Columbia Museum of Art, and the museum will own the copyright to these photographs/videos/audio recordings. Content may be published without crediting the apprentice.

Responsibilities:

- **Photographic and video documentation of events, classes, tours, concerts, and other museum programming**
- **Postproduction of video content using Adobe Premiere and Adobe Audition**
- **Photographic processing using Adobe Lightroom and Photoshop**
- **Data Asset Management of the museums photographic database**
- **Able to take initiative and work independently with efficiency and efficacy**
- **Assisting the Senior Multimedia Producer in production tasks as assigned**
- **Always maintain the museum's professional standards of conduct.**
- **Be an advocate for the museum at all times, including in the community at large.**

Contact:

The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email resume, cover letter & work portfolio to [Mrs. Jeanna Dixon-McCray, at jdixon-mccray@columbiamuseum.org](mailto:jdixon-mccray@columbiamuseum.org) with "Multimedia Production Apprentice" in the subject line.