

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(LOCATION – LRT OFFICE, 36 HUNTER ST. E., HAMILTON CENTRE GO STATION)

MULTIMEDIA AND GRAPHICS SPECIALIST (LRT) -

SUMMARY OF DUTIES

Reporting to the Manager of Communications and Engagement (LRT) , this position is responsible for providing design, development, production and maintenance of a variety of multimedia, graphics, animation, audio and video production services to build awareness about the Hamilton Light Rail Transit (LRT) project.

GENERAL DUTIES

Assist with development and implementation of strategically-focused products designed to engage and educate the community and stakeholders about Hamilton's Light Rail Transit project.

Assists with development and management of social media channels, including generation of analytics reports

Generates/drives content for social media channels

Create multimedia, graphics, animation and video production.

Provide visual identity services, including brand consistency and identity.

Work collaboratively with Corporate Communications team to develop content for communication materials and the web.

Attend public meetings/events and information sessions as needed to coordinate audio-visual requirements.

Performs other related duties as assigned which are related to the major responsibilities of the job.

QUALIFICATIONS

1. Undergraduate degree or college diploma (typically 2-year program) in visual arts, graphics/multimedia design or a similar program or an equivalent combination of education, training and experience.
2. Considerable experience producing high quality multimedia and graphics across a wide variety of media.
3. Prior hands-on experience with various software such as: Photoshop, Dreamweaver, Adobe Edge, Illustrator, AfterEffects, Audition, Fireworks, Final Cut Pro and Premiere.
4. Solid background in communications methods and practices, design, layout, photography, video together with current web communication theory and practice.
5. Excellent customer focus coupled with well-honed consulting and relationship management abilities.
6. Strong planning, organizing, problem solving and conceptual compatibility.

7. Able to work in a fast-paced environment with tight deadlines.
8. Prior work experience in Government Administration is preferable.