



Digital Media Production Specialist

The Association for Research in Vision and Ophthalmology (ARVO) is the largest and most respected eye and vision research organization in the world. Our members include nearly 11,000 researchers from over 75 countries. Our mission is to advance research worldwide into understanding the visual system and preventing, treating and curing its disorders.

ARVO is seeking a full-time Digital Media Production Specialist to assist the marketing and communications team with digital media projects. These projects include the editing of submitted recordings for an online event or the planning, creation and execution of marketing videos used in external platforms.

Key duties include:

- Edit and manage a flow of high-quality video content for ARVO's websites, social media platforms including Facebook, Twitter, LinkedIn, and YouTube
- Assist in the pre-production and post-production of video projects, including videos for social media, video advertisements, online education events, webinars, membership campaigns, and more
- Work with ARVO staff to develop lower third titles, intro/outro animations, transitions, and other creative assets required for videos
- Create easy-to-understand how-to videos
- Quality control - ensuring all videos meet ARVO's quality and brand standards
- Manage and archive all footage and final deliverables
- Work with marketing and communications staff to create schedules and determine timelines
- Brainstorm and develop new and innovative ideas with the team
- Enhance ARVO's creative capabilities through learning/using new digital media tech/tools
- Other duties as assigned, including updating/reporting digital media analytics
- Support cultivating and promoting diversity, equity, and inclusion in ARVO's digital media and the workplace



Qualifications include:

- Strong working knowledge of digital media, including proficiency in social media as a way to distribute content
- Strong interest in video editing, digital media, scriptwriting, and motion graphics (such as Adobe Premiere)
- Ability to handle multiple projects simultaneously, under stringent timeframes; ability to prioritize, anticipate and communicate effectively
- Keen attention to detail, and possesses good organizational and communication skills
- Passion for visual aesthetics and storytelling
- Bachelor's degree and/or the equivalent combination of education and experience
- At least 2 years of experience

What we offer:

ARVO is committed to supporting our employees by providing competitive compensation, outstanding benefits, and professional development opportunities. We offer comprehensive medical, dental, life and disability insurance, FSA/HSA, matching retirement savings, telework *(3 days per week), flexible work schedule options, and more.

*ARVO offers the option of 100% telework through December 31, 2021. Beginning January 3, 2022, we will operate on a 3 days per week telework basis.

For consideration, please submit your resume including a cover letter stating your salary requirements to hr@arvo.org. Learn more about ARVO at www.arvo.org

ARVO values diversity and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.