

Audio and Video Recording Technician

Hourly Wage: \$15.00

Start Date: November 22, 2021 – February 4, 2022 (one week unpaid leave – December 27 – 31, 2021)

of weeks: 10 weeks

of hours/week: 35

RESPONSIBILITIES

Under the direction of the Manager, Facility and Technology Integration the youth will have the following responsibilities:

- Assist with digitizing and the capturing of magnetic audio/video media of Hall of Famers from our intangible collection to assist with 2021 priorities.
- Create a catalogue index of all content digitized following proper museum standards.
- Record, capture 4K 360 rotation of artefacts - approximately 35 artefacts.
- Content to be utilized for studio virtual education programs, social media campaigns, off-site exhibits and events.

DESCRIPTION OF TASKS

Youth will:

- Create storyboards and a detailed work plan for all projects being worked on.
- Capture, render, edit audio content for marketing/exhibits/education as required.
- Create promo material utilizing the audio/video library or sourcing and recoding sound bites, clips, photos for upcoming events and initiatives to be hosted by Canada's Sports Hall of Fame.
- Operate, record, deliver virtual education programs in studio with the Tricaster.
- Attend production meetings and staff meetings to ensure that the content being created meets guidelines, department expectations and deadlines.
- Other duties, as assigned.

Language required for job: English

FIELD OF STUDY & QUALIFICATIONS:

- Going into second year or a graduate from a recognized college or university program in Film and Video Production / Television and Broadcast News Production and New Media.
- Excellent writing skills, organizational skills and an ability to work in a fast-paced environment to meet deliverables is very important.
- Must be an organized, independent worker and have intermediate to advanced computer skills (Adobe Creative Cloud Suite, Mac OS, Windows OS, Microsoft office).
- There will be a moderate amount of lifting required and candidate will need to be able to lift 40-50 lbs.

- Proficient with Equipment – digital video cameras, lighting, audio, video capture and streaming technology, 360 photo turntable and webrotate 360 software.
- Proficient with non-linear editors such as Adobe Creative Suite products including Premier Pro and After Effects, Audition and Photoshop
- Knowledge and experience with publishing podcasts/video on a variety of platforms.
- Outgoing, polite and friendly; enjoy dealing with people of all ages and backgrounds.
- An understanding of the goals of museum interpretation and education.
- Ability to work as part of a team and to work independently and with limited supervision.
- Experience in video editing and compilation is required.
- Experience in audio editing and compilation is required.
- Experience with audio-visual equipment such as video mixers, teleconferencing systems, filming equipment, cameras and specialty lighting is also a requirement.

Application Deadline: October 29, 2021

Interviews will be conducted by the Manager, Facility and Technology Integration and the Vice-President & COO the week of November 1-5, 2021. A maximum of 5 candidates will be interviewed.

Start date to be November 22, 2021. End date to be February 4, 2022 (one week of unpaid time off – December 27 – 31, 2021).

Canada Summer Jobs Eligibility Requirements:

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

SUBMIT COVER LETTER AND RESUME TO:

Greg Beausoleil
Manager, Facility and Technology Integration
Canada's Sports Hall of Fame
169 Canada Olympic Rd. S.W.
Calgary, Alberta
T3B 6B7

e-mail: itsupport@cshof.ca

Deadline for Submissions: October 29, 2021