

**Job Title:** Digital Content Editor (reporting to the Multimedia Designer)

**Location:** Work may take place on-site and remotely. In-person work will be located at the ITC on the Hemisfair Campus (801 E. César E. Chávez Blvd.)

**Start Date:** February 2021

**Duties and Responsibilities:** The Digital Content Editor will assist the Multimedia Designer in recording, editing and producing audio and video content to support the educational initiatives of the Institute of Texan Cultures (ITC). Recording will take place at the ITC, but editing may be done remotely. The editor will be responsible for basic production tasks, to include condensing audio for time and editing for cohesive narrative content. The editor may also be responsible for processing and mixing audio from multiple, separate recordings.

Prior editing experience is a must for this position. Competitive candidates may be familiar with podcasting and/or experienced in building a narrative. Please detail your experience in your cover letter.

**Qualifications:**

- Student employees must be enrolled on a half-time or greater basis during the semester of employment.
- Must be able to work on-campus as necessary.
- Prior editing experience with Adobe Audition and Premiere is required.
- Familiarity with podcasting and narrative projects is a plus.
- Strong attention to detail and ability to complete work by set deadlines.
- Reliable and timely communication with colleagues and supervisors.
- Ability to work under minimal supervision.

**Work Schedule:** Flexible, Monday-Friday

**Hours per Week:** Up to 19

**Wage:** \$10/hr

**How to Apply:** Submit resume, cover letter and 2-3 samples of editing work (video or audio) to [texancultures@utsa.edu](mailto:texancultures@utsa.edu). Any questions regarding the position may also be directed to this address.