

JOB TITLE: Multimedia Writer-Producer

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

COMPENSATION: \$57,366.40 annual minimum

STATUS & HOURS: Full-time, regular (approximately 2,080 annual hours) position.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Bargaining Unit AFSCME Local 3173

POSTING DATE: October 29, 2024

DEADLINE DATE: November 26, 2024

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to write and produce multimedia productions in support of educational, interpretive, and exhibit projects for multiple departments across MNHS.

SUMMARY OF WORK: 1) Develop scripts for a wide range of multimedia projects; 2) Create work plans, production schedules, and budgets; 3) Oversee production and post-production stages; 4) Collaborate with team members to establish overall creative direction for projects; 5) Source vendors for multimedia production services and equipment; 6) Maintain and manage data files, equipment, and workspace; and 7) Assist with other MNHS media tasks.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus five years program experience in multimedia writing and producing, television/radio/film writing and producing, or equivalent OR an advanced degree plus three years program experience or equivalent
- Thorough knowledge of electronic media writing and producing, particularly multimedia development and audio-visual writing and producing in broadcasting, museums, or a related field.
- Ability to write for multiple audiences, including K-12, young adult and adult audiences.
- Experience writing for short-form productions.
- Strong storytelling ability, including both first and third person narratives.
- Experience conducting historical research with primary materials.
- Skill in estimating time and resources required for video production projects.
- Detail oriented with strong planning, monitoring, and follow-up skills.
- Strong communication skills sufficient to work effectively with a wide variety of people.
- Demonstrated ability to plan, organize and manage mid-size projects, including resource allocation and budgeting.
- Demonstrated ability to handle efficiently and simultaneously several projects on discrete timetables.

- Demonstrated ability to work independently and take individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Demonstrated ability to work effectively with diverse groups and individuals.
- Demonstrated ability to think imaginatively and problem solve.
- Experience securing usage rights for video and photography.
- Experience conducting interviews with children and adults.
- Experience casting and hiring voice and on-camera talent.
- Basic knowledge of non-linear video assembly and editing.
- Ability to work effectively independently, with general supervision.
- Ability to work effectively within a large institution.
- Ability to lift up to 20 pounds.

DESIRED QUALIFICATIONS:

- Thorough knowledge of non-linear editing programs, broadcast production tools, and other multimedia production tools.
 - Expert knowledge in video and audio production and editing.
 - Up-to-date knowledge of new methods, technology and materials used in electronic media production, including experience with audio, video, and interactive computer multimedia production processes.
 - Experience with Mac operating system, ProTools, and Adobe Creative Suite software.
 - Ability to understand and apply institutional policies and procedures.
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Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.