



**Position Title:** Digital Content Creator/Video Editor

**Department:** Education, Atlanta History Center

**Required Commitment Period:** Tuesdays and Thursdays, 10AM-2PM

**Start/End Dates:** May 5<sup>th</sup>-July 14<sup>th</sup> (10 weeks)

**Application Deadline:** April 15<sup>th</sup>

**Stipend:** \$1250

### **General Description**

The Atlanta History Center Historic House Interpreter for the Smith Family Farm is seeking an individual who is skilled in digital content creation and can develop an E-Course for training and onboarding purposes. This unique individual will need to be able to make and edit videos, design engaging online lesson plans, upload resource materials to a digital learning platform, and organize educational resources in an aesthetically pleasing way. Topics for training videos and content may include fire safety, hospitality training, farm maintenance, and farm demonstrations. This opportunity is also for someone willing to work semi-independently and without constant supervision.

### **Key Responsibilities**

- Filming B-Roll Footage of the farm and staff
- Editing video content including combining B-Roll footage with other pre-recorded material
- Uploading video content to a digital learning platform
- Organizing, designing, and developing a series of lesson plans for training onboarding staff
- Uploading and organizing resource materials

### **Desired Skills and Competencies**

- Excellent communication
- Proficiency in Microsoft software including Word, Excel, PowerPoint, Outlook, etc.
- Knowledge and proficiency in one or more video editing platforms
- Ability to work semi-independently
- Fast-paced but efficient
- Detail-oriented
- Art and design savvy
- Organized in presentation and work ethic