

POSITION: Multimedia Technician (Part-time/Contract)

WORK SCHEDULE: 20–25 hours/month

JOB START DATE: February 15, 2021

WORKPLACE:

Teleworking AND/OR
Canadian Institute for the Administration of Justice (CIAJ)
5950 Chemin de la Côte-des-Neiges, Suite 450
Montreal, Quebec H3S 1Z6

ROLE:

The Multimedia Technician reports to the Executive Director and is responsible for producing various digital multimedia content.

MAIN FUNCTIONS/DUTIES:

The Multimedia Technician works in the development, production, and maintenance of engaging multimedia material. He or she ensures the highest video and audio quality when organizing, delivering and recording live programs and podcasts, and provides top quality edited materials for various CIAJ purposes.

Generally, the responsibilities of the position include:

- Setting up, recording, editing and integrating video, webcast and podcast projects
- Identifying technical requirements and supporting research and decision-making on new software and technology
- Providing online technical support for internal users and clients during meetings and live events

Specifically, the responsibilities of the position include:

Online training

- Offering technical support, maintenance and operation of videoconferencing, distance learning, audiovisual and multimedia systems
- Implementing and managing of all technical aspects related to online program delivery platforms
- Organizing pre-rehearsals with speakers
- Responsibility of logistical and technical aspects during live broadcasting, including simultaneous interpretation
- Offering technical support for speakers and participants at online events
- Video editing of online sessions and posting on CIAJ's website and Vimeo platform

In-person training and events

- Recording of simultaneous interpretation
- Performing video editing and posting on CIAJ's Vimeo platform and website

Podcasts

- Coordinating and preparing rehearsals
- Performing recordings and editing of the audio files
- Integrating the audio files on various platforms

SKILLS REQUIRED AND WORKING CONDITIONS:

- Bilingual in French and English (R/W/O)
- Degree or Diploma in multimedia, or a comparable discipline
- Minimum of 3 years of web, video production and communication experience
- Experience in Project Management in a multimedia environment
- Experience using Content Management Systems (i.e. WordPress)
- Knowledge or experience of working with Audio Video equipment and set up
- Knowledge required to maintain and operate videoconferencing, distance learning, audiovisual and multimedia systems such as Zoom, projectors, cameras, sound systems and digital signage.
- Strong time management skills
- Effective interpersonal, problem-solving, and teamwork skills
- Ability to organize, take initiative, and exercise good judgment
- Ability to build and maintain internal and external relationships with professionalism and integrity
- Exhibits a positive attitude and is flexible and adaptable in responding to changing priorities
- Maintains professional ethics, discretion, and confidentiality
- Ability to work with minimal supervision

SALARY: to be discussed

Please send your CV before January 22, 2021, at Christine.odoherty@ciaj-icaj.ca

ABOUT CIAJ:

Since its inception in 1974, the Canadian Institute for the Administration of Justice (CIAJ) brings together individuals and institutions involved in the administration of justice and promotes excellence through knowledge, learning and the exchange of ideas. CIAJ offers multidisciplinary training programs designed for all stakeholders in the justice system, prepares reports and issues recommendations that could lay the groundwork for change.