EMPLOYMENT OPPORTUNITY

City of Wisconsin Rapids

The City of Wisconsin Rapids is searching for a Multimedia Specialist. This individual will be performing a variety of writing, marketing, promotions and production activities in addition to assisting in various communication and projects needs for the City of Wisconsin Rapids.

Primary responsibilities of this position include the following:

- Researches and writes copy for social media, press releases, brochures, newsletters, public service announcements, annual reports and other promotional copy.
- Produces, writes and hosts municipal/public affairs television series and specials.
- Produces, writes and hosts internal training or informational programs and projects.
- Coordinates and plans cooperative production, programming or special events efforts with WRCM, city departments, agencies or non-profit organizations.
- Assists in the production staffing of municipal/public affairs television programming.
- Assists the Multimedia Coordinator to coordinate and monitor WRCM & City of Wisconsin Rapids website content and write weekly Community Updates.
- Monitors social media and website analytics.
- Represents WRCM and provides awareness of WRCM programs, activities and missions through public relations and marketing efforts.
- Coordinates photography of WRCM and City of Wisconsin Rapids activities for developing and maintaining a photography & video catalog.
- Develops and maintains news media contact database.
- Assists in WRCM operations, including checking equipment in & out to local producers, office maintenance, working with WRCM’s television automation, checking mail, and assisting other staff with projects.

Requirements for this position include the following:

- An Associate Degree in Communications, Journalism, Public Relations, Media Production or related field is required. A Bachelor’s Degree in Communications or related degree is preferred.
- Previous work experience with video and audio equipment is required.
- Knowledge of Associated Press style writing as well as excellent knowledge of digital distribution platforms and apps is required.
- Demonstrated competency using Macintosh and P.C. computers and operating of AV equipment is required.
- Strong writing skills and experience working with social media and Adobe Creative Suite for video, audio and photo editing is required.

This individual must have flexibility to cover Committee and Council meetings during evening hours.

The salary range is $37472 - 42401. The City offers attractive benefits (including Wisconsin Retirement System, health and dental insurance, vacation and sick leave, and paid holidays). Additional information can be located on our website: https://www.wirapids.org/.

Applications will be accepted through August 5, 2019. Qualified candidates should submit a resume and application via email to Recruitment@wirapids.org. Candidates must be the minimal requirements of this position in order to be considered. Applications are located at this link: https://www.wirapids.org/uploads/1/0/3/3/103347874/application_rev_4-17-19.pdf

The City of Wisconsin Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. If you need assistance at any time during this application process, please contact Human Resources at 715 - 421 - 8215.