Internal UChicago applicants apply online via Workday
External applicants can apply online here: http://bit.ly/IOPMultiMedia

Created in 2013 by University of Chicago alumnus David Axelrod (AB’76), the mission of the Institute of Politics (IOP) is to ignite in University of Chicago students a passion for politics, public service and civic engagement and to provide a forum for the debate and discussion of public issues. By bringing practitioners from the public arena to campus, and providing extracurricular opportunities in politics, policy, government and journalism, the non-partisan Institute seeks to open pathways for engagement and leadership to students across campus.

There are four primary programmatic components of the Institute:

- The Speaker Series hosts nationally and internationally recognized speakers on a wide variety of issues related to the mission of the IOP, with more than 1,400 speakers coming to campus from across the political spectrum, a testament to the IOP’s non-partisan commitment to elevating public conversation around important contemporary issues.
- The Pritzker Fellows Program presents an opportunity for political practitioners, policy makers, journalists, and others engaged in politics to be in residence at the University of Chicago for an academic quarter.
- The IOP’s Career Development program sponsors 300 annual robust, paid internships for undergraduate and graduate students, placing them in high-level settings overseas, in Washington, D.C. and at the state and local levels.
- The IOP’s Civic Engagement programs help students deepen their understanding of civic literacy, learn the concepts and skills to become democratically engaged, and develop the commitment and efficacy to become lifelong leaders; it does so by offering leadership development programs, experiential opportunities such as workshops and treks, and supporting student-led initiatives.

The Communications team works with these four program areas to showcase the wide range of student opportunities and public events programming to a local, national, and international audience. To do this, the Communications team uses creative, engaging ways to grow our reach on-campus and off, as well as leveraging media relations, two popular podcasts, and a variety of special, cross-programmatic initiatives such as the Campaign Journalism Conference, UChiVotes, and the Iowa Project.

The Multimedia Specialist is responsible for the planning, design and creation of multimedia content across all of the IOP’s program areas. Working closely with Institute of Politics staff and UChicago students, this person is responsible for proactively creating content, and using that content – whether it be photos, videos, graphics, podcasts, posters or otherwise – in a variety of contexts to further the communications goals of the IOP. They must possess a wide range of technical skills, including photography, editing, graphic design, website editing, as well as the ability to work under tight deadlines and with the vision and creativity to bring the IOP’s mission to life.

This position works closely and collaboratively with the Institute Director, Executive Director, and the Director of Communications on the planning, execution, roll-out, and amplification of the IOP’s communications efforts. Note that while we are currently operating in a remote work environment, this description reflects the roles and responsibilities of an in-person work environment. We anticipate returning to an in-person environment at some point in the spring/summer of 2021.
Unit-Specific Responsibilities

• Strategically conceptualize, design and execute graphic artwork and a wide range of multimedia solutions in support of Institute of Politics branding and marketing with limited supervision
• Lead all aspects of multimedia production from intake through completion, working where possible and appropriate with students, including without limitation: scheduling, storyboarding, and equipment management; digital capture, edit, and distribution; and archiving and digital asset management
• Photographing various IOP programs, namely Speaker Series events, Fellows seminars, Civic Engagement programs, local treks, workshops, and more
• Editing photos for use in IOP materials and on social media
• Maintaining an organized archive of IOP photos on hard drives and online
• Filming b-roll from IOP programs and collecting on-camera interviews with students and Fellows
• Producing and editing videos to highlight various programs and projects, from shorter videos during the year to a longer year-end recap video
• Designing promotional materials, including the IOP’s annual report, and other overviews of key IOP initiatives
• Take the lead in updating website and keeping it dynamic
• Designing social media content
• May assist with recording, editing, and posting of the podcast
• Create compelling original videos about the Institute of Politics and graphic design materials such as posters and invitations
• Train, oversee, and monitor Communications’ team multimedia interns
• Uses on-the-job experience to complete a variety of assignments, such as coordinating production support with outside vendors, as needed.
• Coordinates all graphic production scheduling, including preparing final layouts for print.
• Performs other related work as needed.

Preferred Qualifications

Education:
• Bachelor’s Degree

Experience:
• Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.
• Must possess an in-depth knowledge of a particular aspect of multimedia or visualization.

Preferred Competencies
• Passion for the IOP’s mission of working with young people to inspire the next generation of political and public service leaders
• Demonstrated proficiency in photo and video journalism required
• Must be able to use DSLR cameras using manual settings; event photography experience preferred
• Must be able to edit and organize photos using the Adobe Creative Suite (Camera Raw, Photoshop, InDesign Bridge, Lightroom, etc.)
• Must be comfortable filming video using a DSLR camera, as well as capturing high quality audio when filming interviews
• Must be able to edit videos up to 10 minutes long using Final Cut Pro or Adobe Premier
• Must be able to use Adobe Illustrator and InDesign to produce attractive, professional materials
• Familiarity with audio production is a plus
• Familiarity with online tools and social media platforms is a plus
• Ability to handle multiple tasks and assignments simultaneously
• Creativity and an ability to think outside-the-box
• Project management skills
• Knowledge of grammar, punctuation, spelling and style
• Excellent oral and written communication skills
• Strong interpersonal skills
• Problem-solving skills
• Knowledge of and experience with social media
• Ability to work independently with a high degree of initiative
• Ability to work as a member of a team
• Attention to detail
• Organizational skills
• Ability to set priorities, and meet deadlines
• Knowledge of MS Office Suite

Working Conditions

• Be onsite during most events—including typically 2 to 4 evenings a week during peak programming months (about six months/year), and, very occasionally, during some weekend hours
• Some business-related travel is required throughout the year

Application Documents

• Resume (required)
• Cover Letter (required)
• Reference Contact Information (preferred)
• Portfolio of prior multimedia work may be requested during the interview process (preferred)
• Note: When applying, all required documents MUST be uploaded under the Resume/CV section of the application.

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Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via Applicant Inquiry Form.

The University of Chicago’s Annual Security & Fire Safety Report (Report) provides information about University offices and programs that provide safety support, crime and fire statistics, emergency response and communications plans, and other policies and information. The Report can be accessed online at: http://securityreport.uchicago.edu. Paper copies of the Report are available, upon request, from the University of Chicago Police Department, 850 E. 61st Street, Chicago, IL 60637.