



Job Title: Digital Content Creator & Editor  
Supervisor: Marketing Manager

Date: 1/10/18

### **Job Summary**

Create and edit digital content, primarily video, to be distributed on social media channels including YouTube, Instagram, Twitter, and Facebook. Review Trilogy's archived video footage to create a digital content creation plan. Produce creative digital content highlighting Trilogy Lacrosse events, players, staff members and culture.

### **Duties and Responsibilities**

- Review archived footage to develop an effective digital content creation plan
- Execute video editing, utilizing archived footage to create digital content
- Create video highlights from lacrosse game film for distribution across marketing channels

### **Required Qualifications: (Knowledge, Skills, Abilities)**

- Excellent organizational skills
- Experience with Video Editing Software (iMovie, Final Cut or other)
- Experience Using Facebook, Twitter, Instagram, YouTube Accounts
- Proficiency in Microsoft Word and Excel
- Attention to detail and punctuality in communication (spelling, grammar) and record keeping
- Strong ability to follow-through and passion to see project through to completion
- Ability to succeed in team-oriented and independent project environments
- Time-management skills: ability to prioritize and multi-task jobs associated with position
- Ownership mentality for position-related responsibilities and company as a whole

### **Required Education and Experience:**

- 1+ years college experience
- 1 + years video editing experience

This job description does not list all the duties of the job. You may be asked by supervisor to perform other instructions and duties as required and necessary. You will be evaluated primarily based upon your performance of the tasks listed in this job description. Management has the right to revise this job description at any time, but you as an employee, will be informed when that change occurs.