

## **Digital Content Assistant (Part-time, contract work)**

The Mississippi Department of Archives and History is seeking a contract employee to assist the Digital Content Producer. MDAH prioritizes digital video content to engage a broad audience with stories of Mississippi's history, culture, and people. Special emphasis is on topics connecting students to the Two Mississippi Museums' content. This position will assist the digital content producer in executing video production workflow, including planning, filming, photographing, editing, and organizing the digital content.

The time frame for this role is August 15, 2022, through April 30, 2023. The hourly rate will be \$22.00 per hour, funded through Kellogg Foundation digital initiative grant.

Duties include but are not limited to the following:

- Indexing and organizing video and photography files for ease in accessing available assets for future projects, with special emphasis on topics that connect students to the content in the Two Mississippi Museums.
- Researching in state archives as needed.
- Working on set with the digital content producer.
- Editing scripts and other written communication.
- Other duties as assigned.

Minimum Qualifications:

This role requires a bachelor's degree in communications or a similar field. The incumbent must work in a fast-paced environment, manage multiple projects, meet tight deadlines, be creative, have collaborative skills, work well with others, and have excellent written and verbal communication skills. The applicant should also have some recent hands-on videography, photography, and/or editing experience and knowledge of Adobe Creative Suite, including Premiere Pro and After Effects.

If you want more information about this position, please contact the MDAH human resources office at 601-576-6866. To apply, submit a resume via email to Laura Rawson, personnel officer, at [lrawson@mdah.ms.gov](mailto:lrawson@mdah.ms.gov).

The Mississippi Department of Archives and History is an equal opportunity employer.