



Robert College Summer Programs is looking for a

## Multimedia Coordinator

June 13th 2023 - August 20th 2023

Open to International Applicants - Room & Board is Provided

ROBERT COLLEGE  
of ISTANBUL  
KURUCESME CADDESİ 87  
34345 ARNAVUTKOY,  
ISTANBUL TURKEY  
t +90 (212) 359 2263  
f +90 (212) 359 2234  
WWW.ROBCOL.K12.TR

### Competencies

- Enthusiasm for Professional & Self-Development;
- Ability to Manage Diversity
- Effective Communication and Interpersonal skills
- Being Supportive and capable of working as a team
- Conflict Management and Adaptation skills
- Time Management, exemplary Organization & Planning skills,
- Ability to solve problems,
- Relative fitness and stamina to work long hours,
- Advanced written and verbal communication skills in English,
- Advanced Microsoft Office Suite and Google Workplace Suite skills,

### Candidates must meet the following criteria;

- Experience in event photography & videography
- Excellent computer literacy and proficiency with editing packages such as Photoshop, Lightroom & Premiere Pro
- Eager to work with and learn about sound reinforcement systems, their use & installation and general maintenance
- Ability to lead a group of photography & videography interns
- Preferably able to create user-friendly & exciting WordPress pages to showcase event photographs & videos

### The position mainly involves;

- Setting up, organizing, cleaning up and keeping the inventory of the Multimedia Office (MO) for all the electronics and related equipment.
- Organizing & tracking the use of multimedia equipment to be borrowed and used by the staff.
- Keeping all equipment in working order and charged.
- Installation and troubleshooting of the sound reinforcement systems of the program.
- Pre/post-production of all program videos & photographs.
- Production & publishing of multiple program videos & photo albums of activities & the events.
- Training and assisting counselors that want to shoot videos or photos for their activities.
- Regularly updating the program gallery respecting the confidentiality of the participants.
- Archival of all videos, pictures and other multimedia content.
- Training and leading Multimedia Interns (Web Agents) for the production of all program related media.

Please email [rcshiring@robcol.k12.tr](mailto:rcshiring@robcol.k12.tr) for immediate application.

*Aligned with international child protection standards, Robert College is committed to the safeguarding of children – its recruitment process includes a rigorous child protection element and detailed background checks.*