

## **PORTLAND COMMUNITY MEDIA - JOB DESCRIPTION**

**JOB TITLE: MEDIA EDUCATION TRAINER**

**REPORTS TO: MULTIMEDIA EDUCATION MANAGER**

**STATUS: PART-TIME/ON-CALL HOURLY (NO BENEFITS)**

**HOURLY WAGE: \$16-20 DEPENDING ON EXPERIENCE**

### **ABOUT PORTLAND COMMUNITY MEDIA**

At Portland Community Media (PCM) we inspire people from all backgrounds to engage with existing and emerging technologies for the purpose of promoting broad participation in our civic and cultural life. PCM provides the tools, training and transmission for local, non-commercial and community-based media.

PCM offers an ongoing series of workshops in video production, social media and social networking at its center in NE Portland, in addition to satellite sites around the city. Among the courses offered by PCM and its SmartAccess centers are: Studio Production, Field Production, Editing with Final Cut Pro, Video for the Internet, Digital Storytelling, Social Networking.

### **MEDIA EDUCATION TRAINER**

The Part-Time/On-Call Media Education Trainer will spend 5-15 hours per week/workshop instructing nonprofit organizations and community members of all ages, faith and ethnic backgrounds in the creation of community-based video programs for distribution through PCM. The stated weekly hours is an approximation, there is no guaranteed or set number of hours per week. She/he will also be asked to fill-in for other instructors during illnesses and vacations. Each trainer works on a per-workshop hourly basis, with no benefits.

### **REQUIRED QUALIFICATIONS:**

#### ***Specific qualifications include but are not limited to:***

- An understanding of the purpose and value of community media
- Experience teaching or training adult learners
- Ability to work with diverse learners at multiple levels of proficiency
- Experience working with curriculum and lesson plans with learning outcomes
- Ability to build consensus and group cohesion in producing a project
- Proficiency with HD video equipment and workflow, clear understanding of basic video production, video compression and web distribution
- Must be punctual and organized

**DESIRED QUALIFICATIONS:**

***In addition to the above qualifications, PCM is seeking trainers who:***

- Can conduct training in Spanish or other languages spoken in Portland
- Can assist in curriculum design and evaluation
- Hold a certificate in training or education
- Have a bachelor's degree in multimedia production or a closely-related field

**RESPONSIBILITIES:**

***Specific responsibilities include but are not limited to:***

- Learn and teach video production curriculum to diverse groups
- In Project workshops, facilitate group production from concept to final program
- Participate in basic post production of group projects
- Communicate in a timely manner with the Multimedia Education & Outreach Manager regarding scheduling
- Keep a personal schedule of workshop responsibilities; stay organized
- Arrive on time and prepared
- Prepare and breakdown area used for training
- Greeting participants during 30 minute period prior to workshop start time
- Participate in developing PCM's Multimedia Education Program at the discretion of the Multimedia Education & Outreach Manager
- Administrative data entry

**Minorities, women and people of color are encouraged to apply. Portland Community Media is an Equal Opportunity Employer**

Send cover letter and resume in print to:

**MEDIA EDUCATION TRAINER  
ATTN: Alain LeTourneau  
Portland Community Media  
2766 NE Martin Luther King Jr Blvd  
Portland, OR 97212**

- OR -

Attach your cover letter and resume (Word or PDF) to an email and send to:  
**alain@pcmtv.org** with the subject heading **Media Education Trainer**.

**No inquiries please**

**The review process is ongoing and resumes will be reviewed as received**