



Multimedia Project Officer/Video Editor

Duration: September 2022 – June 2023

Duration: Contract based, not exceeding 120 hours per term

About us

[LERRN \(www.carleton.ca/lerrn\)](http://www.carleton.ca/lerrn) is the Local Engagement Refugee Research Network. Our Project Secretariat is based at Carleton University. We are a team of researchers and practitioners committed to promoting protection and solutions with and for refugees. Through collaborative research, training, and knowledge-sharing, we aim to improve the functioning of the global refugee regime and support policy and practice by a more inclusive, equitable and informed collective engagement of civil society.

Scope of Work

Under direction of the Program Director, the Multimedia Officer /video editor will provide design support to increase awareness and impact of the Local Engagement Refugee Research Network (LERRN) partnership grant funded by the Social Sciences and Humanities Research Council of Canada (SSHRC).

Primary Duties or Responsibilities

Multimedia Officer /video editor will perform a variety of tasks in support of the operations of the Local Engagement Refugee Research Network (LERRN). Duties will include, but not be limited to:

- Create research promotional materials, knowledge mobilization products.
- Edit webinars, courses, or any other video material that needs editing
- Design posters, brochures and visual aids, which accurately reflect the desired theme and tone of the project or event
- Contribute to web and social media content development
- Provide creative ideas to improve our communication strategies

Qualifications:

- Be a registered graduate student at Carleton University, majoring in Film Studies, Digital Media and Communication Studies, for the duration of the contract.
- Proven video editing experience and familiarity with design and editing software (Adobe Creative Suite, Final Cut Pro, DaVinci Resolve, Avid, Canva, etc.)
- Experience with editing video content for web and social media

- Have advanced proofreading skills and a keen eye for aesthetics and details
- Experience with processing and synthesizing large amounts of information to create simplified and clear content
- Understand the sensitivities of the subjects represented
- Deadline-oriented and manages time effectively
- Have proven ability to be a supportive and productive team member in a rapidly changing work environment

How to apply: Please submit your resume, cover letter to lerrn@carleton.ca by **September 26, 2022**. Please quote **“Multimedia Officer/Video Editor”** in the subject line. **References are required.** In your concise cover letter, specify how your skills and experience match our requirements. We will not be accepting phone calls. You may also include a link to your portfolio or previous video experience.

Thank you for your interest in this position; however, only those candidates selected for an interview will be contacted.