

## Job Description & Specifications

**TITLE:** Multimedia Journalist

**REPORTING TO:** Managing Editor, Daily News

**EXEMPT:** No

**SUMMARY:** Voice of San Diego seeks a Multimedia Journalist with an eye for powerful visual storytelling. The Multimedia Journalist will serve as the visual lead for the organization. That includes taking quality images to accompany our reporting, and separately working on their own short-term and long-term photo essays. This person would not be limited to photo essays for storytelling; they would also use social media posts, graphics and video.

The Multimedia Journalist will work closely with the Managing Editor, Daily News and news staff to supplement VOSD stories. They would also collaborate with the Director of Marketing on social media posts and activities.

We are looking for someone who:

- Has experience shooting breaking news, portrait and landscape photography. This person must know how to write descriptive and accurate captions.
- Is a self-starter who can find interesting photo essay ideas and follow topics related to our reporting to help our readers better understand the region.
- Is comfortable and passionate about using social media platforms to engage, inform and educate our audience.
- Writes clearly and has strong spelling, punctuation and AP Style knowledge.

Voice of San Diego has been a pioneering investigative, nonprofit news organization for 17 years. Our writers have the freedom and responsibility to tackle the biggest issues we encounter. We believe San Diego is strong enough to face its most uncomfortable and intractable problems. But we also seek to educate, enlighten and entertain readers who care about San Diego's future and seek an excellent and just government.

See our [Guidelines for New Reporters](#) for more about our unique approach.

Compensation is commensurate with experience. Minimum salary is \$60,000. Compensation includes health, life, and disability insurance plus a 401k savings plan and company match.

**To apply, submit your resume, cover letter and work samples (portfolio of photos, videos and other related materials) to [VOSD\\_HR@voiceofsandiego.org](mailto:VOSD_HR@voiceofsandiego.org). Thank you.**

### KEY RESPONSIBILITIES:

- Shoot photos for daily stories and long-term projects
- Produce short-term and long-term photo essays
- Edit photos and write captions
- Shoot and edit video
- Create graphics and charts for news stories
- Coordinate and assist with VOSD's social media accounts and audience engagement tools
- Publish Voice of San Diego content on social media and [voiceofsandiego.org](http://voiceofsandiego.org)
- Maintain media archive

- Serve as back-up for show production, social media management, etc.
- Consult on creative aspects of new products and projects, fundraising campaigns, and branded visual media
- Other duties as assigned

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in journalism, English, communications or a related/equivalent degree; or experience producing multimedia at a news organization.
- Experience producing work for digital platforms in a fast paced, daily newsroom.

**SKILLS:**

- Visual storytelling
- Social media competency and management
- Proficiency in Adobe products for creating and manipulating media, such as, but not limited to:
  - Photoshop
  - Premiere Pro
  - After Effects
  - Illustrator
  - Audition
- Keep up with current multimedia journalism standards and practices
- Maintain photo archive, provide photos for news and operations projects to ensure high standards
- Manage, distribute and upload media to media management systems, including desktop and external hard drives, cloud-based drives, media asset managers, content management systems

**COMPETENCIES:**

- Strategic/Critical Thinking – Ability to execute multi-faceted projects.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment, particularly in news matters; able to explain reasoning for judgment.
- Professionalism – Approaches others in a tactful manner; reacts well under pressure; follows through on commitments; flexible and able to multi-task.
- Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and is an independent self-starter.
- Organizational support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Strong storytelling skills – To take stories at all stages (from concept to completion) and create supplemental media aids to help tell the story, enhance it and summarize it.
- Strong Media Judgment – Provides critical review to their own work, and that of their peers, to ensure everything Voice publishes is to the highest possible standard.

**LANGUAGE SKILLS:** Ability to read and interpret all forms of general business periodicals, professional journals, technical procedures, or governmental regulations. Advanced writing, editing and communication skills; must write clearly and concisely, with accuracy and creativity. Ability to effectively present information and respond to questions from groups or individuals. Must be able to

communicate to individuals and groups with differing educational backgrounds and cultural norms. Proficiency in Spanish or another second language is desirable.

**COMPUTER SKILLS:** Advanced computer skills are essential. Command of Microsoft and Google suites plus keyboarding, email applications, contact management and other computer skills.

**MATHEMATICAL SKILLS:** Basic mathematical skills such as the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current driver's license and automobile insurance in order to drive to meetings and speaking engagements.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to type on a computer keyboard as well as finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; bend, lift and climb stairs while carrying supplies or equipment. The employee is occasionally required to taste and/or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee frequently sits for long periods of time at a desk in an office. The employee may be required to stand for over an hour and observe meetings, people and events. The employee must frequently lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**AT-WILL:** The individual hired in this role is at-will and will be subject to termination by the employee or the Company, with or without cause, with or without notice, and at any time.

#### **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

The Company will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please contact Julianne Markow at 619-550-5673 or [julianne@vosd.org](mailto:julianne@vosd.org).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

The Company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender or gender identity, national origin, disability status, protected veteran status or any other characteristic protected by state or federal law.