

PART-TIME DIGITAL MEDIA SPECIALIST

Sigma Xi, The Scientific Research Honor Society seeks part-time Digital Media Specialist at the Society's headquarters in Research Triangle Park, North Carolina. Sigma Xi is an international, multidisciplinary, membership-based organization with more than 100,000 elected members and 500 chapters. Membership in Sigma Xi is by invitation or nomination and is based on research achievements or potential. The Society's mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public's understanding of science for the purpose of improving the human condition.

SUMMARY

The successful candidate will have at least three years' experience in managing web content management systems, audio/video production, and knowledge of the market for general-interest scientific information online. Experience with vendor management, including project specification and issues management, is required. A familiarity with social media strategy and SEO is a plus. The position requires tact, patience and clear thinking under pressure, and the ability to manage complex tasks with little or no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to produce audio, video, and other interactive content with the use of audio/video equipment, editing software, script writing, and interviews.
- Research, maintain, and troubleshoot digital content as needed or as requested by users, staff, and partners. Reconcile competing priorities and communicate clearly with all stakeholders. Experience with user authentication and HTML coding is needed.
- Field and troubleshoot inquiries from Sigma Xi members, staff, subscribers, visitors, site licensees, advertisers, and external partners regarding website functionality.
- Negotiate with external partners—service providers, CrossRef, search engine optimization services, mobile platform providers, etc.—to ensure smooth integration with the *American Scientist* and Sigma Xi websites.
- Work with editorial staff to post each new issue and other content online, troubleshooting problems as they arise.
- Manage locally hosted advertising on the site and in newsletters for the advertising manager.
- Collaborate with the Sigma Xi Communications Manager on online-only content.

SUPERVISORY RESPONSIBILITIES

None

EXPECTED METRICS

- Update the *American Scientist* website with a new issue every two months by working with editors and the CMS system
- Update the website whenever changes are needed or to troubleshoot
- Produce, film, and/or edit multimedia pieces for the website

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Website design/development including HTML, CSS, CMS and overall functionality
- Skills in audio/video production, editing, and promotion
- SEO, website, and social media analytics
- Knowledgeable in Adobe programs (Premiere Pro, Flash, After Effects, Photoshop, InDesign)

EXPERIENCE REQUIRED

- At least three years' experience in managing web content management systems and knowledge of the market for general-interest scientific information online.
- One–three years in audio/video production including use of equipment and editing.
- Ability to effectively communicate in various multimedia formats.

EDUCATION REQUIRED

- Bachelor's in journalism, communications, or a science or web area with communication experience.

EXPERIENCE/EDUCATION PREFERRED

- Ability to work with other departments in creating animations and interactives
- Basic knowledge of photography practices
- Experience writing scripts for audio/video content and interviewing subjects
- As time permits, contribute editorially to the magazine and its web site
- Help guide SEO and social media strategy for the *American Scientist* and Sigma Xi web sites

Please email resume and cover letter indicating salary requirements to:

Jasmine Shah
Director of Finance and Administration
Sigma Xi, The Scientific Research Honor Society
Post Office Box 13975
Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Deadline for resumes is September 15, 2020.

Sigma Xi is an Equal Opportunity Employer.