



**CHRIST CHURCH
CATHEDRAL**
A CATHEDRAL FOR THE CITY

Job Posting: Digital Media Assistant

Christ Church Cathedral in downtown Victoria serves as a major community hub for the city and the wider diocese. We have recently undergone a major revisioning of our online presence with the installation of a professional 7-camera livestreaming system and an upgraded audio system. We broadcast two services each Sunday at 10.30 a.m. and 4.00 p.m. as well as regular concerts and other special services and events throughout the year. Currently, these services and events do not have an in-person congregation/audience.

We are seeking a Digital Media Assistant to work closely with our communications and production teams to assist in the technical aspects of our livestream productions. Additional duties include assisting with cathedral communications and digital archiving of photos and videos.

This position is offered in collaboration with the Canada Summer Jobs program. Applicants must be between 15 and 30 years of age (inclusive) at the start of employment, be a Canadian citizen, permanent resident, or person legally accepted under the Immigration and Refugee Protection Act and entitled to work in British Columbia.

Closing date for applications: May 22, 2021

Salary: \$17.34 per hour

Duration: 14 weeks

Working closely with the Cathedral's Communications Officer, Director of Music, and Director of Cathedral Productions the Digital Media Assistant's duties would include (but are not limited to):

- Preparation for and assistance with production and technical aspects of livestreamed services and concerts, including creation and promotion of online events, programming of livestreaming software, set-up and monitoring of audio equipment, camera switching system, and graphic overlays.

- Assistance in maintenance of the cathedral's website, social media pages, and online ticketing portals.
- Creation of a digital photo and video archive.
- Approximately 20 hours per week (must be able to work Sundays)

Key Requirements

- A professional working proficiency in English, strong communication skills and an understanding of computer and digital technology.
- Knowledge of livestreaming software and hardware an asset.
- Familiarity with these programs is an asset: DaVinci Resolve (video editing), Vimeo Live Studio (broadcasting), Adobe Photoshop, Adobe InDesign and Canva (graphic design), Adobe Lightroom (digital archiving), Ascend (website platform), Hootsuite (Facebook, Instagram, Twitter).

Applications may be emailed to admin@christchurchcathedral.bc.ca or mailed to Christ Church Cathedral, 930 Burdett Avenue, Victoria, BC, V8V 3G8. Attention: Parish Administrator. We thank everyone who applies for this position, but only successful applicants will be contacted.