

Job Description

Position Title:	Multimedia Assistant (Basic monthly salary ranges from USD 328 to USD 500 plus benefits)
Type of Contract:	Full time employment under one year fixed term contract (renewable)
Duty Station:	Phnom Penh Office with occasional travel to the provinces
Starting Date:	As soon as possible
Report to:	Communication and Management Support Manager

1. Overall goal

The Multimedia Assistant will produce and edit a variety of engaging video clips documenting TI Cambodia's activities, and assist in creating innovative multimedia content (photos, infographics, audio content, animations and others) for the organisation's website, social media channels and (less frequently) print publications.

2. Expected Results

- TI Cambodia's communications and advocacy are enhanced by the production of engaging video and multimedia materials, helping to raise TI Cambodia's profile and visibility;
- Innovative content is produced for TI Cambodia's social media channels; and
- An extensive photo, video and multimedia internal database is created and maintained.

3. Responsibilities

- Film TI Cambodia's various events and produce and edit engaging video clips for documentation or advocacy purposes;
- Work closely with TI Cambodia's Citizens and Youth Engagement Programme to help document and promote the programme's activities and achievements;
- Develop creative multimedia content to tell compelling stories on TI Cambodia's website and social media channels (Facebook, Twitter, Flickr, YouTube, Instagram);
- Manage TI Cambodia's YouTube account;
- Assist with the design of TI Cambodia's print publications when needed;
- Develop and maintain a video, photo and multimedia internal database; and
- Perform other ad hoc tasks to support the communications team (including the translation of documents from English into Khmer and vice versa).

4. Knowledge and Skills

- Bachelor degree in Media and Communications, Digital Media, Multimedia, Visual Communications or related field;
- Tech and design-savvy;
- Experience in developing and editing sound and video;

- Good eye for photography;
- Proficiency in Adobe Premiere and/or Sound Forge, and at least basic knowledge of InDesign/Illustrator and Photoshop;
- Proficiency in English and Khmer;
- Excellent communications and interpersonal skills, including the ability to build and maintain relationships with the organisation's other cross-functional support teams;
- Be passionate to achieve TI Cambodia's mission and goals and committed to the organisation's core values;
- Ability to multi-task and thrive in a fast-paced environment including adherence to deadlines;
- Willingness to travel an estimated 10% to 15% of the time.