



MEDIA SPECIALIST

Details: Temporary Position: 17 Weeks, 35 hrs/wk @ \$27/hr, from August 24 – December 18, 2026
(with a strong possibility to continue)

Apply by: August 14, 2026

Job Description:

The Comox Valley Art Gallery's Youth Media Project provides youth between 16 and 30 with intensive hands-on training in video production, sound design, and other media skills. Reporting to the YMP Team Leader, the Media Specialist oversees all technical components of the project, accomplishes administrative tasks as required, and supports the project participants in their development of short videos.

Technical:

- Provides individual tutorials to participants as related to media technologies using Adobe Premiere and processes which includes becoming familiar with all production (camera) equipment and its use.
- Assists participants in planning and organizing post-production processes using Adobe Premiere. Adobe Audition and some Adobe After Effects knowledge is helpful.
- Help set up the space in the first two weeks, so that all equipment is ready to go. This includes labelling and purchasing USB and SD cards for participants and ensuring cameras are ready and set up for workshops in the first week.
- Assist youth in using camera, light and sound equipment as well as using the green screen effectively. Assist in the delivery of the Post-Production Workshop.
- Troubleshoots technical problems that arise.
- Compiles final video footage and posts final videos on YouTube and manages the reproduction process. Ensures that Shaw Cable, and all work placements receive a copy of final video (in requested format) as well as ensuring work is completed and ready for the final screening. This final copy should also be labelled and stored on our YMP External Hard Drive.
- Working together with the Team Leader and the youth to ensure appropriate credits are completed.
- Ensuring that all equipment purchases are tracked and receipts are given directly to the Director and are labelled. A copy of the receipt will be given to the Team Leader.
- Ensuring that all equipment is signed out and cared for properly and that youth are consistently reminded of their personal responsibility in this regard.
- Works with the Team Leader to maintain the YMP Facebook Page.

Administrative:

- Create with the Team Leader a series of 'cheat sheets' for participants to encourage self-sufficiency in pre and post-production.
- Organizes technical needs related to key project events — notably, the final screening.
- Maintain an atmosphere of support and encouragement, ensuring that time and expertise is shared amongst all participants.
- Works to encourage collaboration and self-sufficiency of participants whenever possible so there is a passing on of knowledge whenever possible.

Required Skills/Experience:

- College diploma or equivalent experience.
- Experience working with youth in a leadership role.
- Experience in video production processes — producing, storyboarding, editing (in particular), etc.
- Experience working with video post-production (i.e., the technologies in Adobe Creative Suite, video cameras, or equivalent).
- Experience organizing and administrating in an office context.

Email resumes directly to: krista.cvagymp@gmail.com

This project is funded in part by Service Canada Skills Link Program.

This program partners with the Wachiay Friendship Centre, the Creative Employment Access Centre and the Sid William's Theatre.

We are located on the unceded territory of the K'ómoks Nation, and we recognize the enduring presence of First Nations people on this land.