

Glendon Coeur de Lion Chronicles - Content Creator (1 position)

DESCRIPTION

Glendon's Coeur de Lion Chronicles is a web series designed to introduce new students to university life, walking them through the essential elements for a successful transition.

We're looking for an energetic, reliable, highly organized person to be our secondary host of and to create content for the Coeur de Lion Chronicles. You'll need to be able to effectively prioritize tasks with superior attention to detail and collaborate with two other team members in order to meet critical scripting and filming deadlines.

You'll work 25 hours per week, researching and creating content and acting as a secondary host.

INTERESTED?

We want to see what you're like on camera! Make a short video and introduce yourself, telling us why you would make a great host for the Chronicles, or send us a link to an existing video appearance of yours. Please submit your cover letter, resume, and link to the Print & New Media Coordinator Francette Maquito at fmaquito@glendon.yorku.ca by May 3rd 2019.

DUTIES

Under the supervision of the Senior Coordinator, Print & Digital Media and in collaboration with the main host:

- Create and follow the Coeur de Lion Chronicles publication schedule
- In collaboration with the rest of the team, draft scripts on a bi-weekly basis using the content guidelines set out in the publication schedule
- Organize, shoot, and edit the bi-weekly 2019 Coeur de Lion Chronicles videos that follows the personality of the series
- Draft and send bi-weekly newsletters to new students using Glendon's voice and tone
- Update and maintain all relevant and official social media channels (Facebook, Twitter, Instagram, Youtube, etc.)

Related Field(s):

Advertising, Communications, Marketing, Public Relations, Technical Writing, Writing and Reporting, Web, Film, Video

QUALIFICATIONS

- A current Glendon student
- Work/Study eligible
- Experience with script writing or vlogging is preferred
- Excellent writing skills preferably in English, French, or both
- A demonstrated ability to write clearly and concisely using a variety of voices and with a clear understanding of target audiences
- Creative and innovative



GLENDON



- Exceptional public relations skills
- Ability to work well with a team and independently
- Excellent organization and time management skills

HOURS PER WEEK: 25

RATE OF PAY: \$14.00/hour

Application Process

Contact Information:

Francette Maquito

2275 Bayview Ave

B119 York Hall

fmaquito@glendon.yorku.ca

Please submit a resume, cover letter and portfolio to the email address included above.

APPLICATION DEADLINE:

Submit your resume by 11:59pm on May 3rd 2019.

Please note that any incomplete applications (ie missing cover letter or missing portfolio) will not be considered. We will only contact candidates who have been retained for this position.