



JOB DESCRIPTION

Job Title:	Creative Services Coordinator
Division:	Marketing
Reports to:	Senior Creative Services Manager
Classification:	Full Time, non-exempt
Supervisory Responsibility:	None
Approved By:	Director of Marketing

POSITION SUMMARY

Visit Oakland's Marketing Team is looking for a Creative Services Coordinator. This person will use their skill sets in videography, photography and graphic design to grow the brand standards and creative identity of Visit Oakland. One day you could be filming an interview, the next you could be taking photos at an industry event, and the next day you could be designing new material. The great thing about this position is the diversity of projects you would be involved in.

Essential Job Duties:

- Create, revise, and develop advertisements, collateral, merchandising and branding materials for a variety of media outlets such as print, video, web and social media.
- Responsible for ordering, collecting and receiving collateral.
- Assist with on-site and location production including camera operation, equipment management & care.
- Assist Creative Services Senior Manager in shooting, editing and publishing creative videos for use throughout our website, YouTube, Instagram and b-roll requests.
- Capture photographs and video of events, locations, people, and other illustrative and educational material for use in Visit Oakland publications, presentations, and online.
- Manage online media stock gallery to fulfill requests for digital photos, video that include city attractions, events, hotels, and restaurants.
- Interact and communicate in a positive and responsive manner with clients, attendees of events, seminar speakers, and the general public.
- Other duties as assigned.

Knowledge and Skill Requirements:

- Bachelor's Degree in marketing, Graphic Design or related field or equivalent experience in graphic design, videography, photography
- Advanced knowledge of computer fundamentals and professional software, including Microsoft Office and Adobe Creative Cloud.
- Advanced knowledge of the principles and practices of graphic design, print production, web design, photography and videography.
- Motion Graphics and workflow is a bonus.
- Skilled in the operation of photographic and video equipment.
- Ability to maintain hard copy and computer files and records.
- Ability to communicate effectively with individuals and groups, both in writing and verbally.
- Strong ability to multi-task and prioritize.
- Must be able to lift 35 lbs.
- The ideal candidate will be interested in career advancement in the destination marketing industry.
- Available on weekends and evenings as needed.
- Valid driver's license required and car with clean DMV record.

Compensation

Competitive hourly salary

Benefits: Medical, dental, life and retirement benefits

How to Apply:

To apply, please send cover letter & resume and portfolio (if available) to jordan@visitoakland.com and write Creative Services Coordinator Position in the subject line. No phone calls or walk-ins.

ORGANIZATION BACKGROUND

Doing business as Visit Oakland, the Oakland Convention & Visitors Bureau is the official destination marketing organization for Oakland, CA. We are passionate about Oakland and believe in our mission -- Oakland is a World-Class Travel Destination. Visit Oakland serves as the umbrella organization for all visitor-related travel to Oakland.

Founded in 1999 to market Oakland as a travel and meeting destination, build awareness and stimulate hotel occupancy, Visit Oakland continues with that mission today, aggressively marketing and selling Oakland to attract visitors.

The OCVB is a private, not-for-profit, 501c6 organization, with a 21-member board of directors and a staff of seven. Visit Oakland is funded by a dedicated hotel tax - Measure C, which passed in 2009.
