

## HERMISTON SCHOOL DISTRICT 8R

*Striving to be Oregon's premier public school district*

### GRAPHICS / MEDIA PRODUCER

#### Job Announcement

The Hermiston School District is seeking applicants for the position of **Graphics / Media Producer**. Under the supervision of the Communications Officer, the Graphics/Media Producer is responsible for the design development and maintenance of the school district's web site, publications, and other marketing materials in accordance with the district's uniform standards and systems for communications within the district. This position will also provide entry-level technical assistance as required. It is strongly recommended that the successful candidate live within the Hermiston School District boundaries.

#### Qualifications:

- High school diploma or proof of equivalent.
- Advanced education, training and/or relevant work experience desired
- A valid driver's license and vehicle for on-the-job travel.

#### Responsibilities/Duties

- 1) Graphic Design and Website Development
  - a) Provides graphical design assistance in support of district operations
  - b) Designs, develops, and maintains district websites, publications, and other marketing materials
  - c) Collaborates with district stakeholders on developing and maintaining content for websites
  - d) Assists in the development, implementation and support of district wide communication standards including uniformity and standardization of all types of communications
- 2) Media Operations and Support
  - a) Manages video production efforts of the district
  - b) Designs content and provides support and training on district systems including digital signage, video boards, and reader boards
  - c) Provides support for video recording/live streaming of district events
  - d) Provides support for district lighting and sound systems
- 3) Other
  - a) Works in a team environment
  - b) Maintains regular attendance in order to preserve continuity
  - c) Performs other duties as required or directed by supervisor
- 4) Participates in training opportunities provided for this position

#### **Application Procedures:**

Application materials will only be accepted through our on-line application portal: [www.hermiston.k12.or.us/employment](http://www.hermiston.k12.or.us/employment)

The applicant must supply the following items:

- Online application form
- Letter of application outlining the candidate's ability to meet the required and preferred qualifications
- Professional resume
- Letters of recommendation (3 minimum)

*It is the responsibility of the applicant to ensure his/her application is complete.*

#### **Application Period:**

This position will remain open until filled where candidates are recommended to have application materials submitted by **4:30 pm on Friday, September 22, 2017**. Position begins immediately.

### **Salary & Benefits**

Twelve (12) month position (July – June), including 9 paid holidays and vacation allowance. Competitive benefit package including a generous allowance towards the purchase of group family health coverage (medical, RX, dental, and vision), employee life and AD&D insurance, District paid PERS retirement, and monthly cell phone and travel allowance. Annual Salary Range (July 2017-June 2018): **\$42,774 - \$50,803** depending upon training, education, and/or previous experience. Salary & Vacation allowance will be pro-rated based upon actual start date.



### **About the District:**

The Hermiston School District is the largest district in Eastern Oregon, exceeding 5,600 students, and continues to experience steady enrollment growth. It serves students in grades kindergarten through 12 with a broad range of programs from foundational learning skills to comprehensive vocational programs to an exhaustive array of post-secondary college credit bearing opportunities. The school district includes a 9-12 senior high school, two 6-8 middle schools, five K-5 elementary schools, an alternative school, and a robust online learning program option for students and families.

Support for the school district has been strong from the community. In 2001 voters approved a \$39 million building program which included the re-construction of the high school, an additional elementary school, and various district-wide renovations. The voters also approved a \$69.9 million bond in 2008. The bond served to replace Armand Larive Middle School, West Park Elementary, and Sunset Elementary. A new \$5.0M sports facility recently lauded as "The Best Prep Stadium in Oregon (OregonLive, 2014)," provides a state-of-the-art collegiate-level track and field complex and all-weather football and soccer surface.

The District employs over 530 full time staff that includes approximately 300 teachers and over 200 classified, support, and supervisory personnel, making it one of the largest employers in the city of Hermiston. A nationally-recognized community that embraces its diversity, the district serves some 30,000 residents, where one-third of the population is Hispanic.

The school district prides itself on the academic achievement of its students, successful athletic programs, nationally-recognized club and activity organizations, and its exhaustive list of academic and elective opportunities available to students. The District's partnership with community organizations has been central to its continued success, highlighted by support groups who have provided nearly a half a million dollars to assist students and programs through such venues as the Hermiston Sports Booster Club, Hermiston Education Foundation, Band Boosters, FFA Alumni, and the community sponsorship of the student homebuilding program, to name a few.

### **About the Community:**

The largest city in eastern Oregon, Hermiston maintains over 18,000 residents and is located in northeastern Oregon, just south of the Oregon-Washington border. The Hermiston School District boundary encompasses over 150 square miles of the Columbia Basin region, whose unique geographical area offers an extended growing season and a variety of agricultural crops and products. The immediate Hermiston area has been able to diversify its economy with food processing, cold storage, warehousing and distribution facilities. In addition, Hermiston's close proximity to the Columbia River Gorge and the surrounding Blue Mountains make it an ideal place for outdoor activities, and one of the fastest growing and economically charged communities in all of Oregon.

*The Hermiston School District is an Equal Opportunity Employer*