

Multimedia Technician [M/F] - 1 vacancy

Post Ref.: CCMAR/TM/09/2023

The Algarve Centre of Marine Science (CCMAR) opens a vacancy for a Multimedia Technician (Técnico de Multimédia) (M/F), to satisfy temporary needs under an uncertain term employment contract in order to support the work carried in the context of CCMAR projects under the following conditions:

Tasks to be performed:

We are looking for a person who has specialized in multimedia to create engaging and informative multimedia content on scientific research findings and knowledge about the marine environment to the general public, media, and other stakeholders. This position requires using a variety of tools and software to produce videos, animations, infographics, and other visual content that will be used to communicate the centre's research findings to various audiences. The Multimedia Expert will be integrated into the CCMAR Communication Department and work closely with CCMAR researchers to understand the research developed at CCMAR and translate it into compelling multimedia content.

Main responsibilities will include:

- Collaborating with researchers and the Communications team to identify the key research findings and translate them into visually engaging content, and to identify new opportunities for multimedia content that can increase the visibility of CCMAR's research initiatives.
- Developing multimedia content, including videos, animations, infographics, and other visual content that fits different formats and channels (website, social media, exhibits).
- Using a variety of software and tools to create multimedia content, including Adobe Creative Cloud, Canvas and other software.
- Managing CCMAR's social media accounts and website, ensuring that digital multimedia content is effectively shared with the public.
- Staying up-to-date with the latest trends and technologies to ensure that CCMAR's multimedia content is innovative and effective.
- Managing CCMAR's Image Bank, ensuring that visual resources are organized and accessible to other CCMAR members.

Given the responsibilities described above, this position requires: 1) willingness to interact with multidisciplinary teams, both in Portuguese and in English; 2) creativity to plan and implement innovative multimedia content, 3) mastering multimedia production techniques and best practices; and 4) ability to manage multiple projects simultaneously.

Monthly Gross Salary: 1333,35€.

Application submission process and documents: Only applications submitted through the CCMAR website will be considered: <https://www.ccmар.ualg.pt/list/job>. Applications are considered to be correctly submitted only after the candidate has received a confirmation e-mail from CCMAR. Applications (in English) must include:

1. Motivation Letter (in English).
2. Detailed CV (in English) or portfolio.
3. Portfolio
4. Email contacts of up to 3 referees.

Non-compliance with these documents/information determines the immediate rejection of the application.

Required profile:

- 1) Proven experience and/or qualification in developing multimedia content, such as videos, animations, infographics, and other visual content that fits different formats and channels (website, social media, exhibits).

Non-compliance with these requirements invalidates the application. Provision of false documentation will be punished by law.

The ideal profile would include the following:

QUALIFICATIONS

- A degree (Licenciatura/BSc) or a technical course in multimedia, graphic design, digital communication, or related field.

EXPERIENCE

- At least 3 years of experience in multimedia content creation, including video production.
- Experience managing social media accounts and website content.
- Knowledge and experience in graphic design is desirable.

SKILLS

- Proficiency in Adobe Creative programs and other multimedia software.
- Strong creative skills and ability to translate complex scientific concepts into visually engaging content.
- Excellent project management skills and ability to manage multiple projects simultaneously.
- Strong communication skills and ability to collaborate effectively with multidisciplinary teams.
- Fluency in Portuguese and English.
- Driving license.

Working contract conditions: uncertain term employment contract expected to start in June 2023.

Working Schedule: 35 hours weekly

Working Place: CCMAR

Application Period: between the 5th of May 2023 and 25th of May 2023 at 23:59 (Lisbon time, Portugal).

Selection Committee: Doctor Rita Abecasis, responsible for the communication department (president of the jury), Professor Jorge Martins, researcher and member of the board of directors at CCMAR (member) and Professor Ana Grenha, researcher and member of the board of directors at CCMAR (member).

Selection Criteria:

Through the analysis of the application documents the evaluation criteria for the applications and their relative weight for ranking are as follows:

1. Experience (30%)
2. Portfolio (30%)
3. Motivation letter (20%)
4. Qualifications (20%)

The selection committee reserves the right to contact and interview candidates if additional information or clarification of any curricular aspect is necessary. In case it takes place, the interview aims to evaluate in more detail the curricular items used to grade the candidate according to the list above.

In the eventuality that no applicant has the necessary profile, the selection committee reserves the right to close the call without any recruitment. In the event that the selected person does not take up the position because of failure to comply with documentary requirements or any other reason, or later during the contract if they resign, the jury reserves the right, upon convenience and opportunity, to assign the position to the next applicant in accordance with the ranking positions based on the selectable list that can be used up to 12 months of the date of the present announcement.

The board of Directors reserves the right, due to a change in circumstances at the date of the present announcement, to cancel the present call without any recruitment.

Results: The lists of admitted and excluded candidates, and the final classification list, shall be posted on the CCMAR website at <https://www.ccmар.ualg.pt/list/job-closed> and all candidates will be notified by email.

Preliminary Hearing and Final Decision Deadline: After notification, candidates have 10 working days to contest the preliminary decision sending an email to the selection committee. The final decisions will be announced within 90 days of the application deadline.

Candidates holding degrees awarded by a foreign university should have their degree recognized in Portugal by the contract signature. Non-compliance justifies exclusion from the procedure. Information about the recognition procedures can be obtained at any Portuguese university or here. The board of directors reserves the right, upon request from the candidate, to extend the compliance period provided it does not impact negatively the programmed activities. Disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

CCMAR's non-discrimination and equal access opportunities policy – No candidate can be privileged, benefited, jeopardised or be deprived of any right or exempt of any claim in regards to descendent, age, gender, sexual orientation, marital status, economic situation, origin, social economy, genetic heritage, disability, chronic disease, nationality, ethnicity, territory of origin, language, religion, politics, ideology or union membership.

April the 28th 2023