



Now Seeking Applications For  
**Multimedia Manager**

**Description:**

The Texas Public Policy Foundation – the state’s leading conservative think tank committed to the principles of individual liberty, personal responsibility, free markets, private property rights and limited government – is seeking a highly talented individual to manage the production and distribution of the Foundation’s multimedia and social media content.

The ideal candidate will have a strong interest in the principles of free markets and limited government, as well as professional experience in documentary filmmaking or video journalism, video production and editing, and content distribution and marketing.

**Responsibilities include, but are not limited to:**

- Recording, editing, and producing a wide range of video and audio content
- Collaborating with the Foundation’s policy experts and communications team to develop scripts and storyboards for video projects
- Maintaining and enhancing the Foundation’s social media platforms – including Facebook, Twitter, YouTube, and Digg
- Coordinating the Foundation’s Internet advertising and marketing programs
- Working with other organizations throughout the country to promote the Foundation’s multimedia products
- Assisting with the Foundation’s website administration, graphic design, and content development

**Qualifications:**

- Bachelor’s degree (film or broadcast journalism preferred)
- At least two years of multimedia editing experience
- Highly organized and motivated
- Works well in a small office collaborative environment
- Excellent audio and video production skills
- Graphic design capabilities
- Experience with Adobe Creative Suite preferred
- Experience in live video streaming, webinars and tele-townhalls helpful
- Experience in website development and content management preferred
- Experience in social media marketing and applications preferred
- Availability to work non-traditional hours
- Reliable transportation
- Occasional travel required
- Demonstrated commitment to the principles of free markets and limited government

**Please send cover letter, resume, salary requirement, references, and production samples to:**

Greg Sindelar  
Texas Public Policy Foundation  
[administration@texaspolicy.com](mailto:administration@texaspolicy.com)

*The Texas Public Policy Foundation is a non-profit, non-partisan research institute offering competitive salaries and benefits to qualified candidates.*