



Position: **Media Manager / Assistant Editor**

Employment Type: Full Time

Dates of Employment: TBD

Location: Hybrid, Tampa Bay, Florida, USA

ABOUT WILDPATH

Wildpath tells the stories of wide-ranging wildlife, and the habitats they connect, to inspire the public policies and movements needed to restore balance to our planet. Wildpath is currently leading storytelling and policy campaigns to protect wildlife corridors in Florida and the Gulf of Mexico and working to scale this model. We believe storytelling is the most powerful tool available to build consensus, shape policy outcomes, and dramatically accelerate the pace of protection.

JOB DESCRIPTION

Wildpath is looking for a skilled Media Manager/Assistant Editor who is proficient in media management, archiving, tagging, and building a Media Asset Management (MAM) database. The ideal candidate will have experience setting up and managing Network Attached Storage (NAS) servers, including Synology, and video editing experience to create social media video edits, short film edits and manage project files for longer films. Initial responsibilities will include data management for a feature-documentary film currently beginning production.

Key Responsibilities:

1. Media Management and Archiving:
 - Download, backup, and organize footage from various sources
 - Download, backup, and organize digital photography from various sources
 - Maintain and manage primary RAID drives and Synology servers, ensuring data integrity and security
 - Implement and maintain an efficient archiving system for all media assets
 - Tag and categorize media assets for easy retrieval and organization

2. Building and Managing a MAM Database:
 - Design and implement a comprehensive Media Asset Management (MAM) database
 - Ensure all media assets are properly tagged, indexed, and stored in the MAM system
 - Train team members on using the MAM database effectively



3. Assistant Editing:

- Set up project files for feature films and other projects
- Manage sharing and access to files for remote team members
- Assist the lead editor with organizing and syncing footage
- Perform rough cuts and assemble edits as needed
- Create social media video edits, ensuring high-quality output and adherence to brand guidelines

4. Technical Support:

- Provide technical support for editing workstations and storage solutions
- Troubleshoot and resolve issues related to media management and server setups
- Ensure all software and hardware are up to date and functioning optimally

5. Collaboration and Communication:

- Work closely with the production team, editors, and other stakeholders to ensure seamless media workflows
- Communicate effectively with team members to provide updates on media management and editing progress
- Participate in team meetings and contribute to project planning and execution

Qualifications:

- Proven experience as a Media Manager, Assistant Editor, or similar role in a film production environment
- Proficiency in media management software and tools, including Synology, Adobe Premiere Pro, Adobe Lightroom and other relevant applications
- Experience in setting up and managing Synology servers and MAM databases
- Strong organizational and archiving skills, with attention to detail
- Ability to handle multiple tasks and meet deadlines in a fast-paced environment
- Excellent communication and teamwork skills
- Familiarity with social media video editing and formatting requirements
- Knowledge of industry best practices for media management and archiving

Preferred Qualifications:

- Bachelor's degree
- Attention to detail
- Experience working on feature film documentaries
- Understanding of file formats, codecs, and video resolutions
- Familiarity with cloud storage solutions and remote collaboration tools



Benefits:

- Competitive salary; health insurance stipend
- Opportunity to work in a mission-driven organization focused on conservation and storytelling
- Dynamic work environment with potential for growth

Compensation: \$72k – \$80k per year

HOW TO APPLY

Interested candidates should submit a cover letter, resume and references to Lisa Baylor at lisa@wildpath.com. Applications will be considered upon receipt.

Wildpath is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates from diverse backgrounds to apply and join our conservation and storytelling mission.