



Effective for: August 2018

JOB DESCRIPTION & ACCOUNTABILITIES

NAME:		REPORTING TO:	Content Manager
POSITION TITLE:	Design & Video Coordinator	DIRECT REPORTS:	None
DEPARTMENT:	Marketing, North America	LOCATION:	Toronto

POSITION PURPOSE:

The Intrepid Group (Intrepid Travel, Peregrine Adventures & Geckos Adventures) is looking for a **Design & Video Coordinator** to join our growing and fast-paced North American Marketing team. This role will focus on supporting the overall creative production needs of the North American business and marketing team. This individual will not only think creatively and outside of the box, but understand how video and design influences customer purchasing and conversion.

CORE RESPONSIBILITIES

- Design marketing collateral for email, web, print and social channels
- Support the Design & Video Specialist with video editing and shot selection
- Creative asset management (Organize and sort video and photo library)
- Ability to work to a specific brief and develop new creative ideas and executions
- Assisting with organizing photography and video shoots

QUALIFICATIONS AND EXPERIENCE

- 1+ year of professional graphic design or video editing experience
- Expertise with InDesign, Photoshop, and Illustrator
- Experience with Adobe Premiere or similar video editing software
- Experience working with Asana and Bynder or similar
- Strong multitasking and project management skills
- Takes direction and feedback well
- Can work individually or as part of a team
- Basic knowledge of the travel industry and the Intrepid style of travel
- Degree or certification from accredited college or university in graphic design is preferred

APPLICANTS

Please send the following to Intrepid Group:

1. **Cover letter:** Please tell us briefly why you want to join the marketing team and work for the Intrepid Group.
2. **Resume:** Please submit your resume outlining your experience and relevant training/education.
3. **Portfolio:** Choose one or two pieces of design and/or video work that you think best exemplifies your skills