

AMERICAN MUSEUM OF NATURAL HISTORY  
An Equal Opportunity Employer

**NOTICE OF JOB OPENING**

Date: 11/1/2011

**Job Title:** MediaProducer/Animator, Exhibition Interactives & Media

**Number of Openings:** 1 Full-Time

**Duties & Responsibilities:**

The "Interactives & Media Producer & Animator" (P/A), under the direction of the Interactives & Media Director, develops and produces audiovisual materials for exhibitions and collaborates in the conceptualization, development and production of media and interactive exhibits.

Responsibilities include:

- Proposes innovative, educational and scientifically accurate exhibits for permanent and temporary exhibitions. Task include: Research content; assist Project Managers in estimating production costs; sketch ideas; describe pieces and cognitive goals in writing; design interfaces, storyboards, screen designs, style sheets and other responsibilities as assigned.
- Designs and produces, or assists the design and production of media pieces. Tasks may include: scripting, designing, editing, programming, animating, writing, videotaping, interviewing, photographing, prototyping and other assigned tasks. It may also include the management of interns, volunteers and/or freelance staff.
- Creates an accurate, organized, translatable and well-documented archive of his/her work to be accessible by future users, other departments and other venues. When assigned, the media Producer also participates in the evaluation of exhibitions, organized by this or other departments and other responsibilities as assigned.
- When filling the role of Project Manager, the Media Producer is responsible for leading the team through the completion of the project as planned, on schedule and on budget. He/she is also responsible for managing: content & research references; project schedules; budgets; meetings; communication within the team, with other departments (ex. Content, 2D & 3D), with curators, and external vendors. It is also his/her responsibility to keep the server files organized and tidy and prepare them for the Archives and incorporated into Travel Packages plus other responsibilities as assigned. It is also their responsibility to keep their direct supervisor informed of all aspects of the project at all times.

**Qualifications:**

- Complete fluency on video editing, modeling and animation software; has a strong understanding of Maya modeling, texturing, animation and rendering. Medium/low fluency in camera and light techniques. Strong visual skills and trained artistic eye; strong ability to interpret scientific data; good communication skills—visual and verbal, aural and written; and sufficient experience to be able to come up with efficient technical solutions. Has good online research skills and is able to shop for particular products or pieces, or find visual reference to work with.
- Exceptional proactivity, creativity, and curiosity. You should be able to take criticism and be open to changes. You must work equally well with a team or on your own.
- At a minimum the job requires a Bachelors degree in audiovisual communications, animation and/or three years experience in production. A strong scientific interest or background is also crucial.
- Any courses that result in complete fluency on animation, video recording and editing. For example: Photoshop, Maya, 3D Studio Max, After Effects, Final Cut. Courses that result in better communication, design or scientific skills also prove valuable.

**Salary:** Commensurate with experience

**Hours:** 35 hours/week

In house applicants are to send applications to [mediarecruiting@amnh.org](mailto:mediarecruiting@amnh.org)

This notice is effective through 04/01/2012