Digital Media Manager

Location: Hybrid – Silverthorne, CO.
Position Type: Full-time, exempt
Reports to: Director of Technology and Communications

Overview

The Digital Media Manager creates compelling video and multimedia content that supports Keystone Symposia's scientific conferences, digital programming, and organizational communications. This position combines hands-on production and editing with media project coordination and administration of digital conference platforms. The role requires creative judgment, technical resourcefulness, and adaptability to evolving tools and workflows.

Working closely with the Technical Producer, Digital Conference Coordinator, and Marketing team, the Digital Media Manager helps translate scientific and organizational priorities into engaging content for researchers and the broader Keystone Symposia community. Strong interpersonal skills are essential, including the ability to work collaboratively under the pressures of live production.

Production Season and Availability

Keystone Symposia's primary meeting season runs from January through June. During this period, the Digital Media Manager must maintain consistent availability to support live event production and digital content delivery, including early mornings, evenings, and weekends as conference schedules require.

Key Responsibilities

- Plan and deliver video and multimedia projects, establishing objectives, production requirements, schedules, and deliverables with internal stakeholders.
- Produce and edit content, including interviews, promotional videos, scientific program highlights, and other organizational communications.
- Conduct studio and field production, including camera operation, lighting, and audio recording.
- Complete post-production work, including editing, audio cleanup, color correction, graphics, captioning, and preparation for distribution.
- Prepare recorded content for on-demand publication and reuse, reviewing technical quality, presentation, and supporting information.
- Provide remote production support for livestreams and digital events, coordinating with the Technical Producer and Digital Conference Coordinator.
- Work with Marketing and other departments to develop media that supports agreed-upon messaging, audience needs, and communication goals.

- Coordinate reviews and approvals, communicate progress, and raise scheduling or production concerns early.
- Administer KS Connect, Keystone Symposia's conference companion app, including content entry, event configuration, data accuracy checks, and ongoing updates throughout the year.
- Evaluate and test emerging technologies to improve media production and digital conference workflows.

Qualifications

Required:

- A portfolio demonstrating strong video production, editing, and visual storytelling skills.
- Demonstrated ability to carry media projects from initial concept through final delivery.
- Proficiency with professional video editing software and related tools for audio, graphics, and post-production.
- Practical experience with cameras, lighting, and audio equipment.
- Strong organizational skills and attention to detail, with the ability to manage competing deadlines.
- Strong technical aptitude, with the ability to learn new software and perform detailed platform administration accurately.
- Clear, respectful communication and the ability to collaborate effectively with colleagues, speakers, and external partners.

Preferred:

- Experience creating content for scientific, educational, or nonprofit audiences.
- Experience supporting livestreams, webinars, or conference recording.
- Sound editorial judgment and an interest in communicating complex subject matter accurately and accessibly.

Application Materials

Please submit a résumé and a link to your portfolio or relevant work samples. For collaborative projects, identify your specific contributions, such as concept development, filming, editing, graphics, or production coordination.

Compensation

The salary range for this position is $68,000-78,000 per year, depending on experience and qualifications. The position is full-time and year-round and requires availability during Keystone Symposia's January-June meeting season. This role requires variable hours during live event assignments, including early mornings, evenings, and weekends.