

Title: Digital Design and Production Program Manager

Reports to: Vice President, Event Productions and Programming

Organizational Overview:

3CDC is a private, non-profit, full service, real estate development and finance corporation focused on revitalizing Cincinnati's urban core in partnership with the City of Cincinnati and the Cincinnati corporate community. 3CDC's work is specifically focused on the Central Business District and in the Over-the-Rhine neighborhood. 3CDC invests in and develops residential, office and retail properties, parking facilities and civic spaces. 3CDC also manages several major real estate assets and provides event production services for two major civic spaces.

In addition, 3CDC manages several capital funds, including The Cincinnati Equity Fund, The Cincinnati Equity Fund II and its subsidiaries and the Cincinnati New Markets Fund and its subsidiaries. These funds play an important role by providing needed financial capital to 3CDC's development projects along with other local developers.

Position Summary:

The position is responsible for the overall digital design programming direction for 3CDC. The emphasis of the programming is on the LED Screens on Fountain Square and in Washington Park. Fountain Square and Washington Park are the City of Cincinnati's premier civic spaces. Creating a quality, clean, fun, safe and actively programmed space is of utmost importance, while driving large numbers of visitors to downtown and Over-the-Rhine. 3CDC has actively managed and programmed Fountain Square since 2006. Washington Park is currently undergoing a \$48 million renovation and expansion and will be actively managed and programmed for the first time by 3CDC, beginning at the conclusion of construction in the spring of 2012. The LED Board at Fountain Square and the LED Screens to be in Washington Park play an important role in the success of these civic spaces.

In order to keep content on the LED Screens and Web site relevant, fresh and engaging, the Digital Design and Production Program Manager will create, find, and commission content.

The Digital Design and Production Program Manager will be responsible for the daily programming schedule for the LED Screens based on video, audio and multimedia content provided externally or created internally. During live events on Fountain Square and in Washington Park the Digital Design and Production Program Manager will be responsible for directing the audio visual technicians using the integrated production system to provide event support. It will be similar to running a small TV station with pre-recorded and live programming.

This is a full-time position that reports directly to the Vice President, Event Productions and Programming

Position Responsibilities:

The Digital Design and Production Program Manager responsibilities include, but are not limited to the following:

- Coordinate activities with the Vice President, Event Productions and Programming in order to enhance programming activities on Fountain Square and in Washington Park
- Review (and edit, if necessary) submitted third party content
- Develop original digital, video, audio, and multimedia content for the LED Screens, and 3CDC webpages
- Design and maintain the daily programming schedule and coordinating special request (e.g., personal messages) for the LED Screens which promote the Fountain Square and Washington Park events and programming, 3CDC activities in Downtown and Over-the-Rhine, 3CDC partners and the greater Cincinnati Region in general.

- Develop detailed audio visual scripts for events on Fountain Square and in Washington Park
- Operate and Manage live event production on the LED Screens with a Sony Anycast Station; an integrated production system
- Manage and schedule audio and video technicians for live event support on Fountain Square and in Washington Park
- Maintaining visual elements and functionality of MyFountainSquare.com and MyWashingtonPark.com
- Managing and Directing graphic design intern for print and digital work
- Troubleshooting and keeping the LED Screens, dispersed sound system and PA system operational – including managing maintenance contracts and service agreements for this equipment
- Work closely with the Director of Operations to assist with overseeing daily audio visual event execution with the operations staff

Position Qualifications:

- Demonstrated skills, knowledge and directly related experience in the creation, production, management, budgeting and operations of digital media.
- Demonstrated ability to develop standards for high quality events
- Demonstrated Experience in supervising and personnel management skills including supervising outside contractors.
- Ability to work in a fast-paced environment while maintaining strong attention to detail.
- Excellent oral and written communication skills.
- Proficient in computer applications such as Microsoft Office Suite, Adobe Creative Suite, macromedia Studio, Final Cut Pro
- Demonstrated ability to develop standards for high quality digital design.
- Experience with developing and implementing sponsorship and fundraising programs.

Work Experience and Educational Background:

- Associates or Bachelors degree from an accredited college or university in a related degree program is preferred
- Minimum of 2 years of experience in video, audio, and multimedia production
- Work in Mac environment and know the following software applications:
 - a. Adobe Creative Suite Premium
 - b. Macromedia Studio 8
 - c. Final Cut Pro
 - d. ProTools

**Send resume to:
3CDC**

**attn: Human Resources
1410 Race Street
Cincinnati, OH 45202
or**

humanresources@3cdc.org

RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED

3CDC is an Equal Opportunity Employer.