



## Media Specialist and Co-Host Job Description

**Position Title:** Media Specialist and Co-Host

**Department:** Media Arts

**Reports Directly To:** Director of Media

**Directly Supervises:** N/A

**Date:** 07.04.25

### BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a Male Co-Host and Media Specialist to join the Media Arts Team. The NorthBay Media Specialist and Co-Host position combines two critical areas of NorthBay's mission: the daily production of video and photo content and the nightly student-facing show produced in-house by NorthBay's media staff. A key responsibility of this role is to work closely with the media team to capture, edit, and produce engaging media content from students' trips to NorthBay, which is then featured in the live show each evening.

The second, equally important component of the role is co-hosting NorthBay Live, the nightly on-campus student program. Alongside another co-host, this position serves as a key communicator of NorthBay's character education, helping students reflect on their choices and the impact they have on the environment, their future, and those around them.

This is a year-round contract, with a schedule of Monday through Friday, 40 hours per week with schedule flexibility based on program need.

Salary range is \$42,000 - \$50,000 depending on skill and experience.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Contribute to NorthBay's values of making everyone feel welcome on campus.
- Co-Host NorthBay Live (NorthBay's nightly student program)
- Host meals each week; help create an engaging and positive atmosphere, lead clean-up and games
- Capture daily video and photography of students' experiences on campus
- Edit and produce high-quality video content for use in the nightly NorthBay Live show (training provided)
- Learn and develop skills in video editing, digital storytelling, and visual production
- Assist in creating content for NorthBay's social media platforms, in collaboration with the Media Arts team
- Serve as periodic stage talent for NorthBay's off-site Education Outreach assemblies (modified version of NorthBay Live)
- Support creative projects and internal productions as needed



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### MINIMUM SKILLS & QUALIFICATIONS:

- Associate's or Bachelor's degree in media production or equivalent practical experience
- Proven experience in video production including filming, editing, and storytelling
- Experience working with youth and/or mentoring in an educational or camp setting
- Strong stage presence and the ability to confidently lead, entertain, and engage large groups of students
- Ability to memorize scripts, adapt to live performance environments, and deliver content aligned with NorthBay's mission
- Strong interpersonal skills and a genuine desire to help students grow, reflect, and make positive life choices

### PREFERRED SKILLS & QUALIFICATIONS:

- Charisma and Energy: Guests feed off your enthusiasm, so a vibrant personality is crucial.
- Public Speaking: Clear, confident communication is key when speaking to large crowds.
- Flexibility: The ability to adapt to last-minute changes or audience dynamics is important.
- Teamwork: Success in this role comes from collaboration with other media team members and all NorthBay departments to ensure programming runs smoothly and effectively.
- Ability to work independently or as part of a team
- 3–5 years of relevant experience in video production, digital media, or performing arts
- Musical, theatrical, or performance experience
- Familiarity with Adobe Creative Suite, or Final Cut Pro
- Experience with social media content creation and storytelling
- Basic knowledge of graphic or web design is a plus

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.