

`Olelo Community Media

Job Title: Trainer

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Engagement Services

Reports To: Senior Training Manager

Job Summary

The Trainer is responsible for working with the diverse members of the community to help them acquire foundational skills in video production, editing, and/or animation to create impactful stories in today's media rich world. From elementary students to Kupuna and all the people in between, Training is an essential part of what Olelo provides to schools, educators, youth programs, and organizations in building workforce development and project-based learning.

The ideal job candidates must be able to teach classes based on professional expertise in creative media, media communications, and/or animation. A Trainer must be able to learn new equipment or skills and bring their knowledge to the classroom for students of all skills levels. A trainer, furthermore, expected to assist the Training Manager in the designing, planning, and implementing of training programs, curriculum, policies, and procedures for staff, clients, and volunteers. They are expected to help clients understand the value of PEG. Access and equip them with the technical and aesthetic skills that will enable them to successfully produce high-quality non-commercial programs.

Essential Duties

- Coordinate and teach beginning and advance level classes to people of diverse social, cultural, economic age, gender, and racial background in a manner that accommodates different learning styles using curriculum that meet the training, educational, and learning needs of the company, and its clients and staff.
- Cultivate knowledge of concept-to-completion video production for single and multi-camera, remote, and studio formats, live and post, inclusive of post-production editing.
- Technical aptitude to operate current audio/visual, computing, and television equipment.
- Schedule resources: classes, rooms, equipment, collaboratively with other departments and media service centers to effectively serve participants, and conduct training classes as needed at company sites, or at other locations to facilitate training requests from organizations.
- Foster an environment of mentorship and volunteerism that encourages a professional, supportive, and positive team approach with staff and clients.
- Provide timely oral and written reports reflecting current training data, trends, and other information as may be required to assess training efforts.

Secondary Duties

- Assist training Manager with preparing timely reports reflecting current training data, trends, and other information helpful in assessing training efforts.
- Monitor and recommend improvements to training curriculum to ensure effectiveness instructions and materials.
- perform multiple projects, work with urgent and competing demands, and manage confidential and sensitive information related to Company business.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires 1 year to 2 years of previous experience. A Bachelor's degree is preferred.

Minimum 1-year experience teaching and training in the classroom environment.

2. Minimum 1-year experience developing and implementing curriculum.

3. Minimum 2-years? experience in the use of production-related technology and equipment.

Certification and Licensing

- Access to adequate transportation, possession of a valid driver's license, safe and responsible driving record, and current no-fault auto insurance with at least the minimum state coverage requirements.

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.

While performing the duties of this job, the employee is:

- regularly required to sit; talk or hear.
- frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms.
- occasionally exposed to climb or balance; stoop, crouch, or crawl.

The employee must:

- frequently lift and/or move up to 10 pounds.
- occasionally lift and/or move up to 50 pounds.

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.

While performing the duties of this job, the employee is:

- occasionally exposed to wet or humid conditions; outdoor weather conditions.

The noise level in the work environment is moderate noise.