CFA Society New York (CFA NY) has been a leading forum for the investment community since 1937. The mission is to serve all members and investment professionals’ needs and educate the investing public. We provide the premier forum for exchanging information among investment professionals, corporate management, and other interested members and strive to maintain an active leadership development program, career assistance, and continuing education. We encourage the pursuit of high standards of ethics and professional conduct and promote integrity and professionalism. Today, with a community of more than 12,000 members, CFA NY is the largest of the 150+ societies that comprise CFA Institute worldwide.

CFA NY has planned for 76 events in 2022, with a similar number of events anticipated in 2023. 50% of our 2022 events have been successfully completed to date. We are moving towards a hybrid model with both in-person and virtual events. These events anchor the Society’s engagement with our members and constituents in the investment management community.

CFA Society New York (CFA NY) seeks a part-time Media Assistant to support the Society’s world-class programming, events and content. Reporting to the Director of Media Production, the Media Assistant is a key member of the Society’s media production team and will support audio-visual (A/V) management and related media production for virtual and in-person events and meetings. The Assistant will also create and edit digital assets to be used in the communications, marketing and promotion related to these events.

The Media Assistant’s functions and responsibilities include:

· A/V setup for rentals, events, and meetings at the Society’s offices. A/V setup includes but is not limited to polycoms, laptops, presentation materials, projectors, cameras, lights and microphones.

· Ensuring all equipment is working properly during rentals and troubleshooting any issues onsite.

· Assisting in the production & editing of the Society’s “Compound Insights” podcast.

· Assisting in creating promotional assets (e.g., graphics, images, videos, etc.) for use across the Society’s social media and digital channels.

· Taking photographs at CFA NY events.

· Assisting in the production of Livestreams using TriCaster TC2 Elite and PTZ cameras.

· Monitoring, recording and editing virtual meetings to be posted on the CFA NY website and other digital properties.

· Light video editing.

A successful candidate must have software skills including proficiency in Adobe Creative Suite (Photoshop, Premiere, After Effects, Audition, Illustrator) and Microsoft Office.

Because of the timing of Society events and events that take place through room rentals at the Society’s offices will vary, a successful candidate must have a flexible schedule to be able to manage early morning, evening and/or weekend events. While the majority of these events will take place at the Society’s offices in midtown Manhattan, the Media Assistant may occasionally be required to conduct the functions and responsibilities described above at Society partner locations in the great New York City area. The Media Assistant must be available up to 20 – 25 hours per week in support of these responsibilities.

The successful candidate must have a proven track record of managing event A/V and the creation of digital marketing assets. The Media Assistant must be able to work collaboratively with the CFANY staff and volunteer leaders to support successful events and quality digital recordings of these events.

Compensation:

* $25 per hour

To apply, please send a cover letter, resume / CV, LinkedIn profile link, and compensation expectations to: jobresumes@cfany.org