



POLYNESIAN VOYAGING SOCIETY



POLYNESIAN VOYAGING SOCIETY (PVS) POSITION DESCRIPTION

MEDIA SPECIALIST

To apply: Please submit a resume, one-page cover letter, and samples of your work by email to employment@pvshawaii.org by March 29, 2024. As PVS is hiring multiple positions, please be sure to include the above position title in the subject line of your email.

Polynesian Voyaging Society Overview

The Polynesian Voyaging Society perpetuates voyaging and wayfinding traditions to ignite the light of ancestral knowledge and forge values-aligned, inclusive relationships that catalyze policies and practices to aloha honua.

To fulfill this mission, the organization operates four inter-related business channels:

- **Moananuiākea Voyaging** – conduct purposeful sails on Hōkūleʻa, Hikianalia and other ʻohana waʻa to perpetuate identity, spirit of exploration, cultural practice and values, as well as cultivate healthy human/ocean relationship;
- **Waʻa Honua** – develop a virtual “3rd canoe” to inspire cognitive/affective learning outcomes that amplify understanding of planetary systems and grow a global network aligned with PVS’ Star Compass of values;
- **Wayfinding Center** – forge a “4th canoe” of key stakeholders to build community and navigate from failed paradigms to a more just and regenerative state; and
- **Organizational Platform** – develop resources, team and systems to assure organizational effectiveness and longevity.

Position Summary & Role

Function: Supports the chronicling and archiving of PVS storytelling under the supervision of the Director of Communications and Media Content Director.

Responsibilities:

- Produce, shoot, and edit stories across all media formats;
- Assist in organizing and managing a digital media archives/repository;
- Review, organize, and make selects for all captured video content;
- Assist in managing a directory of Hōkūleʻa and PVS media content (owned and not-owned by PVS) and fulfilling photo/video requests from third party partners and institutions;
- Help to maintain PVS owned media gear; and
- Assist with training and preparation of PVS volunteer crewmember documenters.

Qualifications:

- Proficient skillset in photography, video production, and photo/video editing;
- Able to support the production of storytelling that aligns with PVS’ mission;
- Savvy media management skills;

- Work closely with Senior Management to ensure video needs are captured;
- Work with independent contractors and media contract hires on a project by project basis; and
- Comfortable to shoot and perform media tasks on boats and water vessels.

Abilities:

- Exceptional interpersonal communication skills;
- Engaged, people-centric, strong work ethic;
- Minimum of 5 years of video production experience;
- Project management experience that demonstrates attention to detail and strong ability to multitask;
- Ability to keep a level head in high pressure environments;
- Proficiency in Microsoft Office (Excel, PPT, Teams, Outlook);
- Proficiency in Adobe Premiere, Adobe Photoshop, Final Cut Pro;
- Knowledgeable of all aspects video production equipment and upkeep including audio;
- Ability to receive and provide critical feedback; and
- Is a proficient swimmer and comfortable on boats.

Relationships: Reports to the Director of Communications and Media Content Director. Works with the CEO, partner organizations, and overall PVS staff.

Salary Range: \$55,000-\$65,000/year based on experience and skills.



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