



**INAYATIYYA ASTANA**  
**AUDIO VIDEO MANAGER**  
**CONTRACT POSITION**  
**APPLICATIONS DUE BY WED, MAY 1, 2024**  
**POSITION BEGINS AS SOON AS POSSIBLE**

The **Inayatiyya**, a global organization representing the teachings of the Sufi mystic and musician, Hazrat Inayat Khan (1882-1927), seeks a skilled and enthusiastic **Audio Video Manager** to join our team on a contractual basis.

The **Audio Video Manager** oversees audio and video editing, managing our presence on platforms like YouTube and SoundCloud, and hosting Zoom for online events. This role also involves coordinating and training other Zoom hosts to ensure seamless and engaging virtual experiences for our community.

The position is between 5-10 hours a week plus event Zoom hosting time and may be based anywhere in the world, with priority given to those able to easily travel to the Inayatiyya's headquarters in Richmond, Virginia to assist with select in-person events.

## **RESPONSIBILITIES**

### **Audio and Video Editing:**

- Edit and enhance audio and video content in line with the Inayatiyya's aesthetic and creative vision.
- Maintain high-quality production standards and adhere to brand guidelines.

### **Platform Management:**

- Manage and optimize our presence on YouTube and SoundCloud.
- Upload, organize, and promote audio and video content effectively.

### **Zoom Hosting:**

- Host and manage Zoom sessions for online events, webinars, and meetings.
- Provide technical support during events and troubleshoot issues as needed.

### **Coordination and Training:**

- Coordinate schedules and training for other Zoom hosts.
- Foster a collaborative and supportive environment among the hosting team.

## **QUALIFICATIONS**

### **Technical Skills:**

- Proficient in audio and video editing software (e.g., Adobe Premiere Pro, Audacity).
- Experience with YouTube and SoundCloud management.
- Familiarity with Zoom and other online event hosting platforms.

**Communication:**

- Excellent communication skills, both written and verbal.
- Ability to train and coordinate a team of Zoom hosts effectively.

**Flexibility:**

- Ability to work remotely from anywhere in the world.
- Willingness to adapt to changing circumstances and additional event hosting hours.

**Contractual Terms**

- Contract position between 5 to 10 hours per week at a rate of \$35/hour.
- Additional hours encouraged for Zoom hosting during events.
- Audio & Video Manager has priority for event assignments and can delegate to other Zoom hosts.
- Must be available during Eastern Time (New York) for coordination and event hosting.

## APPLICATION PROCESS

Please submit your cover letter, resume, portfolio and/or audio and video samples, by Wednesday, May 1<sup>st</sup> to [employ@inayatiyya.org](mailto:employ@inayatiyya.org). We will send a confirmation and ask that candidates not follow-up by additional emails, phone, and/or visiting. We will let all candidates know when the position is officially filled.

*The Inayatiyya is an Equal Opportunity Employer. We are committed to creating a work and community culture that is welcoming and inclusive of all types of people, regardless of age, race, religion, national origin, gender identity or experience, sexual orientation, or disability status. All with relevant skills and experience are invited to apply.*

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## Inayatiyya Zoom Host Positions

We are also hiring contractual, on-call Zoom hosts. Zoom hosts are scheduled to manage Zoom for events 1-3 months out from the start of each program semester (spring, summer, and fall). Please email us if you would like to be considered for work as a Zoom host, sending an email with qualifications, background, experience, and availability to [employ@inayatiyya.org](mailto:employ@inayatiyya.org).

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