

Multimedia Designer

About this opportunity

Actua is seeking a creative, versatile Multimedia Designer to bring our stories to life. In this dynamic role, you'll play a key part in shaping and elevating Actua's brand by creating compelling content that resonates across the entire organization.

Reporting to the Senior Director of Communications, you'll collaborate with teams across Actua to deliver standout design, photography and video content. From concept to final cut, your work will help drive our message forward in fresh and engaging ways. As part of a strategic communications team, you'll contribute ideas, insights and expertise that influence how we plan, create and connect.

This is a full-time, permanent position located in Ottawa. We offer a hybrid work arrangement (four days in office/one day work from home), balancing flexibility with high-impact in-person collaboration.

About you

- **You're a highly creative and skilled designer and video producer.** You're confident using professional design and editing tools including Adobe Creative Cloud [Premiere, After Effects, Audition, Illustrator, InDesign, Frame.io] and Canva, and have hands-on experience shooting and producing video content. From social graphics and branded swag to polished reports and videos, you know how to make it all look great.
- **You're highly adaptable and consistently deliver polished work on time across multiple projects.** You thrive on variety and know when to prioritize speed versus when to refine for impact.
- **You thrive in a collaborative environment and build strong, trusted relationships across teams and partners.** You bring energy and confidence to engaging with others, whether working with internal stakeholders, connecting with external partners or capturing content in live settings.
- **You're highly organized and a trusted go-to for managing creative work and assets.** You keep projects, timelines and digital files structured and accessible, making it easy for the communications team to stay aligned and move efficiently. You bring clarity to fast-moving work and help ensure nothing slips through the cracks.

What you will do

Graphic Design

- Create images and graphics to support social media strategies, layouts, and promotional materials.
- Turn content such as briefs and backgrounders into high-quality, branded products for professional printing.
- Design branded presentations and assets for the CEO and major events like the annual national conference.
- Design the organization's reports, including the annual report.
- Coordinate all external printing and manage the design and maintenance of promotional backdrops and banners.
- Ensure designed products follow accessibility standards.

Video and Photography

- Record scripted, professional video content in person and via Zoom, including promotional clips, CEO messages, podcast video and training videos.
- Edit video content to ensure high quality, appropriate branding, and alignment with messaging.
- Act as the lead photographer and videographer at events, camps, workshops, and conferences.
- Capture and edit staff headshots on a regular basis.
- Ensure videos follow accessibility standards, such as closed captioning and translated subtitles.

Asset Coordination & Brand Stewardship

- Act as the point person for branding review/recognition requirements for the organization, network members and partners.
- Manage an internal system for multimedia design requests.
- Ensure proper storage, organization and workflow of all digital assets (videos, graphics, and photos).
- Manage the maintenance and replacement of multimedia equipment, including cameras, teleprompter, lighting and microphones.
- Provide backup support for website updates and social media posting when needed.



Why work with us

In this role, you will have the opportunity to make a national impact by joining an organization that is unapologetically committed to breaking barriers to STEM. Each year, Actua and its growing network of [over 40 college and university-based members](#) engage over 500,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. Our Ottawa office is centrally located in the Byward Market.

The annual base salary range for this position is \$62,000 - \$80,000. We also offer a competitive benefits package including access to group health & dental benefits, Group RSP with matching contribution, and annual Holiday closure. For more information about us, please visit www.actua.ca.

Interested?

Please submit your cover letter, which should include a link to your portfolio, and resume as a single PDF document on the Actua employment page. Actua is an equal-opportunity employer and is committed to accessible employment practices. If you require accommodation for any part of the selection process, please notify us, and we will work with you to meet your needs.

This job posting represents an existing and active vacancy within our organization.

Actua will not be utilizing Artificial Intelligence (AI) tools in the candidate screening process. All applications will be reviewed and evaluated exclusively by human recruiters and hiring managers.

