Position Description

Department: A.S. Marketing

Title: Video Productions Assistant

Position Overview:
Under the direction of Marketing & PR Coordinator, this position will produce Video/Audio multimedia promotional and informative content for Associated Students. Projects include filming and editing video clips, streaming media, and related projects.

Duties:
• Responsible in planning, producing, and editing promotional and informational videos
• Produces and enhances video suitable for publishing over the internet and digital displays.
• Responsible for production, filming and editing a once-a-week meeting recap.
• Meets with clients to determine needs and suggest promotional video solutions.
• Coordinates with freelance videographer and/or photographer to produce digital content.
• Shoots video and digital photography for use online and via digital displays.
• Performs other related duties as assigned.

Qualifications:
• Proven knowledge and ability in the use of Apple and Windows PC platforms, Adobe Photoshop, Adobe Illustrator, Adobe In-Design, Adobe Premiere/Final Cut Pro, Adobe After Effects, Adobe Soundbooth, and Microsoft Office Programs
• Knowledge and ability in the use of video, photography, and audio equipment
• Knowledge of the pre-production, production, and post-production processes for video
• Ability to encode video
• Ability to adhere to deadlines
• Ability to pay close attention to detail and to proofread design work
• Ability to work independently without close supervision
• Leadership and organizational skills required

Hours: up to 20 hours per week

Desired Major(s): Any – College of AMC preferred

Desired Class Level(s): Sophomore and above