Position Description

Department: Associated Students Marketing

Job Title: Video Productions Assistant

Position Overview:
Under general supervision of Associated Students Marketing Manager and Marketing 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 online and on digital displays.
- 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:
- Must be currently enrolled as a CSUN student.
- Proven knowledge and ability in the use of Apple platforms, Adobe CC, Adobe Premiere and/or 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
Classification: II
Desired Major(s): College of AMC preferred
Desired Class Level(s): Junior and Senior
Background Check: Not Required

Last Revised: 5/6/21