



Media Production Specialist

25 Hours per week

Background

CreaTV San José is a nonprofit corporation that manages a public media center in downtown San José. Our mission is to inspire, educate and connect San José communities using media to foster civic engagement. CreaTV manages four public and educational Comcast cable channels, airing over 3,200 locally produced videos in eight different languages each year. CreaTV offers monthly workshops in video production to the public and provides a vast array of video production services to non-profits, cities, schools and individuals wanting to produce content for the channels. Our vision is to give everyone in San José the opportunity to have a voice by giving residents access to tools, training and distribution platforms. We believe this can transform and deepen our community conversation.

The Position

Under the supervision of the Director of Production, produces, shoots and edits a variety of video material for CreaTV San José as assigned.

Staff Producer for Valley Politics, an informative perspective on Silicon Valley's politics & public policy produced by CreaTV San José.

Typical Duties: *may include, but are not limited to:*

- Produce material of varying content, length, and styles, and for various purposes and outlets, including broadcast on our channels.
- Represent CreaTV San José in client meetings to ascertain a project's content, scope, designs, timeline, budget and deliverables.
- Consult with Director of Production in planning, executing and completing projects.
- Direct, light, and shoot field productions - and supervise additional crew as needed.
- Coordinate, supervise and assist as needed in studio productions.
- Edit independently on the basis of written and oral direction, or in session with clients,
- Color correction and audio sweetening.
- Video compression, transfer and delivery.
- May need to use a personal vehicle for business-related travel in San José and surrounding areas.
- Other duties as assigned.

Required Skills and Abilities:

- Proven experience as a visual storyteller - capable of combining various artistic and technical elements to best reflect the client's vision, content or script.
- Comfortable with all styles of video, including educational, corporate, documentary, live events, multi-camera studio shows, opening titles, bumpers, music videos, etc.

- Proven ability to independently produce projects on time and within budget.
- Proficient in all technical aspects of video production in the field, including operation and basic troubleshooting of video, audio, and lighting equipment.
- Proficient in all technical aspects of video editing, including media management, QC, and basic troubleshooting of editing equipment.
- Advanced skills Adobe Premier
- Knowledge of HD video formats.
- Knowledge of video compression software, techniques and codecs.
- Work effectively with non-profit and educational entities in providing cable access services.

Other Desirable Qualifications:

- Working knowledge of After Effects and/or animation software.
- Able to communicate in Spanish and/or Vietnamese.
- Knowledge of San José community.
- Technical Direction of a Multi Camera Studio
Broadcast Pix

General Requirements:

- Strong customer service skills.
- Excellent verbal and written communication skills.
- Highly organized and detail-oriented.
- Knowledge of proper English grammar and spelling.
- Proficient in Microsoft Office and Mac OS.
- Eyesight and hearing must be sufficient to operate video and editing equipment.
- Must have the manual dexterity and coordination required to operate electronic devices and computer equipment.
- Must possess and maintain a valid California driver's license, have a safe driving record, and maintain California minimum required automobile insurance.
- Convey a warm and welcoming public manner.
- Must be available to work evenings and weekends.

Education and Experience:

Any combination of education and experience that provides the skill, knowledge and abilities required to qualify. A typical way to obtain these requirements would be:

- A bachelor's degree in television production or a related field, **or**
- Three years of full-time television production experience, **or**
- Three years of freelance producing, shooting and editing (Creative Cloud).

Why Work at CreaTV?

When you join CreaTV San José you will be welcomed by a team committed to collaboration, equity, diversity, innovation, and creativity. We believe in approaching our work with professionalism, providing impactful media and technology training for people of all ages and rewarding opportunities and experiences for our staff.

We know that all we accomplish is thanks to the amazing people who commit their time and energy to moving CreaTV forward and supporting the wellbeing of our staff is a top priority. This part-time position offers a competitive salary based on experience and IRA matching contribution as well as schedule flexibility.

People of color, women, formerly incarcerated people, LGBTQ+ individuals, and community visionaries are strongly encouraged to apply.

Applications will be accepted until Oct 29th 11:59pm PST. To apply, please submit your resume and a cover letter explaining your interest in this role to jobs@creatvsj.org with the subject line: Crew