



**Production Specialist**  
**Full-time/non-exempt**  
**\$31.25–\$36.60/hr + benefits**

## **Background**

CreaTV San José is a nonprofit Community Media Center in downtown San José. Our mission is to inspire, educate and connect San José communities, using media to foster civic engagement. Serving the San José and Silicon Valley community since 2008, CreaTV is a nationally recognized Community Media Center focused on access to media and technology, the art of storytelling, and digital equity issues.

CreaTV manages four public and educational Comcast cable channels, airing more than 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 clients including nonprofits, cities, schools and individuals wanting to produce content for the channels. Our vision is to give everyone in San Jose the opportunity to have a voice by providing access to tools, training and distribution platforms. We believe this can transform and deepen our community conversation.

We are at a pivotal juncture in our organization's history as we lead the effort to create a collaborative space activated by the community and designed to reflect the diversity of San José. Our goal is to redefine how creative spaces are developed and used to transform a community. This new venture - Open San José - will feature 18,000 square feet of office space, gallery and public spaces, a large studio, and multi-purpose rooms that are fully equipped with technology and designed to be used for live and hybrid meetings, rehearsal space, podcast and media recording, trainings, and more.

## **The Position**

We are seeking a **Production Specialist** who is well-versed in the logistics of video production, from creating budgets to scheduling shoots to managing the creation of production documents. This position will support our creative team at CreaTV San José and work closely with us as we serve corporate, nonprofit and government clients. This critical role will help coordinate productions while working directly with our Creative Services Manager to make sure everyone on the production team is up to speed on all elements of our shoots, edits and studio events. This position requires working eagerly in equal parts with management, staff, interns and volunteers to ensure CreaTV's video content is impactful, engaging, and dynamic.

## **Responsibilities:**

- Support our Creative Services Manager and work closely with two full-time production staff members as well as our part-time crew.
- Work with a diverse array of clients, approaching each project with a desire to meet client needs while exceeding expectations.
- Keep the production department on track regarding scheduling, booking, and interfacing with crew to ensure all studio and field productions run smoothly and seamlessly.

- Interface with other departments when needed to support, obtain and inquire about production needs.
- Support the growth of CreaTV San José and the launch of our new space, Open San José, by working with the production team to facilitate the transition to the new studio and to support clients as they book and use the space.
- Work with Creative Services Manager to establish new systems for budgeting, billing, invoicing and reconciliation of production accounting matters.
- Film and edit productions as needed using CreaTV's camera and audio gear, and Adobe's Creative Suite.
- May need to work occasional night and weekend shifts as determined by production schedule.
- May need to regularly use a personal vehicle for business-related travel in Santa Clara County.

### **Skills and Abilities:**

- Strong production knowledge and experience supporting producers for studio and field shoots and edits, and strong customer service and collaboration skills.
- Strong analytical and communication skills.
- Ability to translate video production requests into budgets and schedules.
- Demonstrated ability to support producers, directors, and crew members with production needs.
- Strong organizational skills and experience with detail-oriented tasks.
- Ability to work creatively, quickly, and efficiently in a team environment.
- Proficiency in shooting with HD/4K cameras and using editing software (Adobe Premiere)

### **General Requirements:**

- Excellent verbal and written communication skills.
- Excellent attitude and customer service skills. Ability to work with other team members to interpret production needs.
- Must have the flexibility to tackle many different production configurations, budgets and schedules.
- Must have the manual dexterity and coordination required to operate small push buttons, keys and switches associated with electronic devices and computers.
- Eyesight and hearing must be sufficient to be able to operate video equipment during productions.
- Proficiency in database use, basic web maintenance, Mac office software, spreadsheet programs and desktop publishing.
- Must possess and maintain a valid California driver's license, have a safe driving record, and maintain California minimum required automobile insurance.
- Able to work a flexible work schedule including evenings and weekends.

**Education/Experience:**

- A bachelor's degree in television production or a related field and two years of full-time television/media production experience.
- At least three years of specific experience supporting producers and productions with coordination of shoots and edits.

**Compensation:**

This is a full-time, non-exempt position with a generous benefits package, including health, dental, vision, retirement, and very competitive paid time off and holiday policies. Hourly rate is \$31.25–\$36.60.

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

Please email a PDF **cover letter and resume** explaining your interest and qualifications for the position to [jobs@creatvsj.org](mailto:jobs@creatvsj.org) with the subject Production Specialist. Please, no phone calls or hard copies of materials through the postal service. Application materials due by July 22, 2022.