



Media Production Coordinator/Producer
\$28.80-\$31.25/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 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

Under the supervision of the Creative Services Manager, the Media Production Coordinator/Producer produces, shoots and edits a variety of video material for CreaTV San Jose as assigned.

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 Jose in client meetings to ascertain a project's content, scope, designs, timeline, budget and deliverables.
- ° Consult with Creative Services Manager and Production Specialist 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, producers or supervisors.
- Color correction and audio sweetening.
- Video compression, transfer and delivery.
- Prepare drives, links and electronic transfers.
- Other duties as assigned.
- May need to use a personal vehicle for business-related travel in San Jose and surrounding areas.
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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 digitizing footage, media management, QC, and basic troubleshooting of editing equipment.
- Advanced skills in Adobe Premiere or Final Cut Studio, including Motion and DVD Studio Pro.
- Knowledge of HD and 4K 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.
- Experience with motion graphics
- Able to communicate in Spanish and/or Vietnamese.
- Knowledge of San Jose community.

General Requirements:

- Strong customer service skills.
- Excellent verbal and written communication skills.
- Highly organized and detail-oriented.

- Collaborative and upbeat attitude.
- 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.. 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), ***or***
- Three years of experience teaching production.

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 \$28.80-\$31.25.

People of color, women, formerly incarcerated people, LGBTQ+ individuals, and community visionaries are strongly encouraged to apply. Please email both a PDF **cover letter and resume** explaining your interest and qualifications for the position to jobs@creatvsj.org with the subject "Media Coordinator/Producer". Please, no phone calls or hard copies of materials through the postal service. Application materials due by August 5, 2022.