



Media Production Specialist part-time, per-project basis

Background

CreaTV San Jose is a non-profit corporation that manages a state of the art public media center in downtown San Jose. Our mission is to inspire, educate and connect San Jose 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. CreaTV has placed \$600,000 worth of video equipment in over twenty sites serving primarily at risk youth. Our vision is to give everyone in San Jose 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 Operations Manager, 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 Operations Manager 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.
- DVD authoring and duplication.
- Other duties as assigned.
- May need to use a personal vehicle for business-related travel in San Jose and surrounding areas.

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 Final Cut Studio, including FCP, Motion and DVD Studio Pro.
- Knowledge of HD and SD 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 Jose community.

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), **or**
- Three years of experience teaching production.