

Title: Media Production Coordinator

Reports to: Director of Marketing

Position Type: Volunteer position

Contact: Send questions to yanet.velazquez@hopestrong.org



Duties and Responsibilities:

- Implement an Annual Media Production Strategic Plan
 - Schedule projects and adhere to established deadlines
 - Ensure that deliverables are completed on time and according to established design standards
 - Produce video and photography from start to finish
- Provide technical and creative skills necessary for the timely production of quality videos and photos
 - Contributes to the enhancement of the organizational brand through high quality productions and effective communication
- Oversee and maintain the media production equipment and ensure the proper set-up, use and maintenance of production areas and equipment
 - Keeping inventory of all Media Production equipment
 - Coordinate equipment traffic and complete necessary paperwork for equipment reservation and check in/out.
 - Manage all production equipment and ensure equipment remains in good condition and working order.
 - Conduct regular equipment maintenance and arrange for timely repairs as necessary.
 - Keep a log of all equipment maintenance and repairs and provide reports to keep inventory records updated.
- Capture, direct and edit all HoPe productions including studio, on-location, live events, and special projects as well as intros/outros and promotional videos.
- Select shot locations; prepare set design and layout for video and live productions, select appropriate recording equipment, light placement, and shot compositions.
 - Set up, engineer equipment for studio and field productions including matching and adjustment of cameras, lighting, audio recording and transportation (if necessary).
 - Assemble and position materials, furniture and props for regular studio series and special programs as needed.
- Manage HoPe's Youtube Channel.
- Develop and lead a HoPe Media Team for initiatives, programs, and events

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Media Production field
- Outstanding verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Demonstrated success in film and photography
- Excellent time management skills
- Ability to effectively lead teams

- Excellent organizational skills
- Ethical and moral character
- Strong analytical skills
- Strong leadership skills
- Proficiency in Microsoft Office, Google Drive, YouTube required.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values



Time Commitment:

- 8-10 hours per week.

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*