

Producer/Editor

Classification: Exempt

Supervisor: AMS Studios Division Manager

Effective Date: 4/21/2021

Job Purpose:

This individual should have the following attributes: determination, ability to multi-task, quick learning skills, and self-direction. This individual's primary job focus will be as a turnkey video provider who is able to produce, shoot and edit videos as part of a team or on their own.

The ideal candidate will need to have a proven track record of delivering turnkey video projects in a corporate environment, have a varied skill-set in a number of production roles and continue training in each of these disciplines, as well as solid editing skills in Adobe Creative Suite and be able to manage a post-production job on their own. Prior video experience in a corporate environment is a must. This position will be based at a client site.

Primary Roles:

- Act as a Project Lead by being main point of contact with the client and act as Producer
- Must have the ability to turnkey projects on your own or as part of a team
- Manage all aspects related to producing a project:
 - Have initial discussions with client on overall look, feel and message of the video
 - Manage project budgets
 - Hold pre-production meetings
 - Work with Project Manager to ensure all crew positions are filled
 - Work with Project Manager to ensure project scope is outlined and fulfilled to plan
 - Keep a clear line of communication open with client throughout project life-cycle
- Act as a Director of Photography, Gaffer, Grip or any other production role as needed. This could include roles in multi-camera productions as well.
- Have working knowledge of modern camera equipment (Sony F5, Sony F700, Black Magic Ursa Mini, etc)
- Prior corporate writing experience is a plus
- Ability to juggle multiple projects at once is a must
- Edit sessions within Adobe Creative Suite
- Solid knowledge of After Effects
- Work with Producers by organizing materials related to a job and keep a record of all assets
- Must be able to solve basic hardware and software issues on his/her own
- Must possess a solid understanding and discipline in media management, organization and troubleshooting
- Ingest media onto servers and set up projects with the proper naming conventions
- Other duties & responsibilities as assigned by management.

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Qualifications:

Educational background: A bachelors or associates degree in film/video production, or at least 5 years of on-the-job experience.

Strong organizational, detail oriented, and time management skills. Willingness to work extended hours when it's needed to complete a project or task. Must adhere to company values: positive attitude, professionalism, client service, quality and profitability. Prior corporate experience is a plus.