TECHNICAL VIDEO PRODUCTION ASSISTANT

JOB SUMMARY:

Under the direction of the Communications Director or his/her designee and the indirect supervision of the Associate Director for Video Production, assists in all aspects of video production, including videography, sound, lighting and editing video into a finished product. Additionally responsible for the maintenance of existing NJEA video assets in a database.

ESSENTIAL DUTIES:

1. Maintains, promotes and distributes NJEA video assets.
2. Assists with all aspects of video production, including planning, videography, sound, lighting and editing.
3. Assists with creating content for association websites and posting content to those sites.
4. Assists, as requested, with other activities of the Association's Communications Division or with general assignments common to all Association staff members.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

- Graduation from high school or vocational high school or possession of an approved high school equivalency certificate.
- Demonstrated professional video production skills, including videography, sound, lighting and editing.
- Demonstrated proficiency with current video editing software used by the association.
- Experience and demonstrated proficiency with event videography using professional quality cameras.
- Experience with websites, including content creation and posting.
- Ability to manage timelines and deadlines, and to see projects through from inception to completion.
KNOWLEDGE AND ABILITIES:

- Considerable knowledge of approved English usage and of correct spelling, punctuation, and sentence structure.
- Considerable knowledge of equipment and peripherals used in video production and editing.
- Ability to use video editing software to create high quality video from assorted source materials including still photos, archival video and raw video.
- Ability to follow instructions and carry projects to completion with minimal oversight.
- Proven ability to work collaboratively with staff, elected leaders, and others to produce high-quality video projects that advance the program and interests of NJEA and its members.

SALARY:

As per negotiated agreement

NJEA is an equal opportunity/affirmative action employer.

February 2018