

# Video Producer

Video Producers are responsible for the pre-production, production, and post-production of the Gazette's videos. This entails both responding to assignments and pitching ideas. Beyond content responsibilities, they will be expected to manage their own volunteers and interns as well as a team of editors that report to them. They will work closely with members of the Front Office and creative sections to determine how to social content. They will also be in charge of managing and assigning equipment for the section. It is a full-time role. They must be in the office four days a week (the day off negotiated with FO) outside of class hours.

These responsibilities are subject to change by FO's discretion. Other duties as assigned.

## **Collaboration within the Gazette**

Video Producers have a great responsibility for inter-section collaboration, specifically with the news section and during breaking news events. Many of the projects they will undertake will be ideas from other editors. The Video Producers and the section editors can work out their ideas together, then pitch it to FO. The Video Producers are not obligated to pursue every idea; like the Opinions Editor, they should exercise their best judgment, with either party appealing to FO given an irresolvable dispute.

## **Responsibilities:**

- Must be comfortable managing a team of people; training editors, interns and volunteers to improve the quality of their video production skills
- Strong video production and editing skills
- Knowledge of Adobe Premiere editing software is necessary
- Experience managing and using video production equipment
- Strong sense of Gazette branding
- Will be responsible for maintaining the section's weekly output
- Ability to collaborate with multiple sections to produce videos
- Ability to work on short deadlines
- Use social media actively to engage with our audience

## **Application Requirements:**

- Please provide three video samples that showcase your filming and editing abilities
- Note: Because video samples tend to be large, we recommend you create a pdf with links to your videos
- Feel free to include a link to your online portfolio if applicable