Position Description

**Department:** A.S. Marketing

**Title:** Video Productions Assistant

**Position Overview:**
Under the direction of Marketing & PR Coordinator, this position will produce Video/Audio multimedia promotional and informative content for Associated Students. Projects include filming and editing video clips, streaming media, and related projects.

**Duties:**
- Responsible in planning, producing, and editing promotional and informational videos
- Produces and enhances video suitable for publishing over the internet and digital displays.
- Responsible for production, filming and editing a once-a-week meeting recap.
- Meets with clients to determine needs and suggest promotional video solutions.
- Coordinates with freelance videographer and/or photographer to produce digital content.
- Shoots video and digital photography for use online and via digital displays.
- Performs other related duties as assigned.

**Qualifications:**
- Proven knowledge and ability in the use of Apple and Windows PC platforms, Adobe Photoshop, Adobe Illustrator, Adobe In-Design, Adobe Premiere/Final Cut Pro, Adobe After Effects, Adobe Soundbooth, and Microsoft Office Programs
- Knowledge and ability in the use of video, photography, and audio equipment
- Knowledge of the pre-production, production, and post-production processes for video
- Ability to encode video
- Ability to adhere to deadlines
- Ability to pay close attention to detail and to proofread design work
- Ability to work independently without close supervision
- Leadership and organizational skills required

**Hours:** up to 20 hours per week

**Desired Major(s):** Any – College of AMC preferred

**Desired Class Level(s):** Sophomore and above