

Title: Video Production Associate
Reports to: Senior Art Director
Department: Creative
Classification: Exempt

****MUST PROVIDE LINK TO WORK EXAMPLES WITH RESUME IN ORDER TO BE CONSIDERED** Thank You**

Company Culture:

Origami Owl is a direct sales customizable jewelry company started by a 14-year-old girl with a big dream. Our mission is to be a force for good; to love, motivate and inspire people of all ages to reach their dreams and empower them to make a difference in the lives of others. We believe in inspiring and equipping both our sales force and corporate team to live well-balanced, successful and transformational lives. We live by the Golden Rule, and highly value family unity, respect, personal growth, positivity, and a pay-it-forward mindset.

Essential Duties/Tasks/Responsibilities:

(These responsibilities must be able to be performed with or without reasonable accommodation)

- Ability to share Demo Reel upon request in the application process
- The Video Production Associate will collaborate with intra & inter-departmental staff as well as clients to oversee and support the entire life-cycle of media projects including production work, digital media manipulation, client consultation, live event support, and troubleshooting ensuring deliverables are successful, on time, and on brand.
- Alone and in cooperation with other staff coordinates pre-production and production planning activities to creatively translate abstract concepts into effective visual form.
- Supports studio, on-location, and live productions through operation of a variety of audio and video production equipment.
- Plans and performs post-production tasks that include reviewing footage, making editorial decisions, rough cuts, audio adjustment, color correction, music and visual selection, design and manipulation of motion graphics and compositing digital video effects, captioning, and final editing using non-linear editing and associated production software in accordance with the overall production concepts.
- Assist faculty and staff with integrating multimedia into teaching and research endeavors.
- Provides consultation and troubleshooting for departmentally created and/or hosted media.
- Acts as first line of quality assurance for produced pieces. Must remain current with emerging technologies and industry trends.

- Primary research and development duties for evaluation of new technologies, hardware, software, and processes for departmental adoption.
- Must be able to use a video console to switch between camera and audio feeds.
- Must be able to learn, adapt and improvise technical and creative solutions.

- Must have sense of humor, positive attitude, excellent organizational skills, and flexibility to assimilate well in a dynamic and fast-growing startup culture

- **Required skills:**
 - Video camera operation
 - Non-linear editing
 - Lighting
 - Sound gathering
 - Storytelling
 - Creativity

- **Preferred skills:**
 - Adobe Production Suite (Premiere Pro, Audition, After Effects, Photoshop)
 - DSLR/Cinema camera video production
 - Some level of motion graphics knowledge
 - Mac proficient
 - Word/Excel/PowerPoint or similar
 - Wirecast
 - Facebook Lives

Position Requirements:

- Knowledge of graphics creation software (Photoshop, Illustrator, After Effects)
- Corporate and/or commercial video experience
- Bachelor's degree preferably in a media-related field of study or an equivalent combination of education and experience; a minimum of 3 years of experience in video/audio production and digital media fields; knowledge, appropriate training, and ability in all facets of the video/audio production life cycle; knowledge of equipment interconnection, cable and signal types, and connections; comprehensive knowledge of media file formats, their capabilities, and delivery aspects.

Origami Owl is an Equal Opportunity Employer