



PRODUCTION ASSISTANT I

Position Overview

The Sacramento Educational Cable Consortium (SECC) operates Sacramento County's educational cable channels with the region's K-20 educational community. As a small non-profit, team members assist in all areas of the organization when needed. Under the supervision of the Supervisor of Production Services, the Production Assistant I will be responsible for helping to produce multimedia content with a focus on video production activities including shooting/producing, multi-cam setup/directing, video post-production as well as motion graphics development. The Production Assistant I will also assist in other aspects of SECC activities as needed, working cooperatively with all SECC Team and consortium members to successfully implement SECC's goals and mission.

Responsibilities

- Assists in the planning and implementation of video productions.
- Serves as videographer for SECC projects utilizing a variety of production methods including, single camera and multi-cam setups with production vehicle, live switching, lighting, audio and writing.
- Serves in editor and post-production capacities for video projects, ensuring consistency in style and tone and high technical standards, to further SECC membership communications goals.
- Responsible for all technical aspects of video post-production and delivery, including editing, color correction, captions and subtitles, and final output of multimedia projects.
- Collaborates with colleagues on multimedia content creation through all phases of production, including strategic planning and presenting ideas for compelling content.
- Helps to maintain multimedia assets in media asset management systems.
- Keeps up to date with trends in visual storytelling and works to incorporate them into a range of communication efforts.
- Help train SECC members (administrators, teachers and students) in video production and post-production techniques and services.
- Responsible to assist in all areas of the organization when needed including general office, errands, programming and promotional activities.
- Responsible for other tasks and special projects as assigned by the Supervisor of Production Services and other leadership as needed.

Requirements

- Commitment, dedication and enthusiasm for SECC vision and goals.
- College degree (AA or BA) in video production, communications, or related field. Or currently enrolled in college courses in one of these fields.
- Two years of relevant production and post-production experience.
- Proven ability to deliver professional quality video, audio and motion graphics with demonstrated expertise in video post-production.
- Demonstrated expertise in producing effective multimedia content across all major channels of digital engagement with an understanding of the different requirements and strategic opportunities each channel offers.

- Expert in Adobe Premiere Pro, After Effects and Photoshop. Experience with Dropbox, Office 365, Google Apps preferred.
- Ability to demonstrate a strong sense of visual storytelling and narrative skills.
- Must be focused on delivering great work, no matter how big or small the project.
- Demonstrated ability to handle multiple projects simultaneously, set priorities, manage deadlines, and follow post-production media management protocol.
- Must be team focused, be receptive to feedback, and work well with colleagues.
- A current and comprehensive portfolio is required.

JOB PROFILE: Full time position with benefits including sick leave, vacation, 401K, health insurance. A car, valid California driver's license required with good driving record and auto insurance, mileage reimbursed. Physical demands include occasional lifting and/or moving up to 50 pounds, standing, walking, some stooping, bending, and squatting. Ability to safely drive a large production vehicle.

SECC is an equal opportunity employer, committed to a diverse and inclusive workplace. SECC considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

To apply: Please submit cover letter, resume, reel, 3 references and salary requirements to: secc@secctv.org

Incomplete applications will not be considered. No phone calls, please.