



## ***Media Production Specialist***

### **Description**

Prime & Prim Studio of the Arts is a creative arts studio for creative professionals seeking to take their career to the next level. With opportunities from Human Resource to Production an individual will gain knowledge and practical experience that will build and develop him or her for their chosen industry. Prime & Prim lay the foundation for individuals to gain industry field experience.

You will exercise your multitasking abilities as you assist in developing ideas, filming pieces, producing audio and video content, and editing content that is used in commercials, movies, online or in other realms. You will have the opportunity to build relationships in the industry to strengthen your chances of expanding your capabilities and coordinate different aspects of the production to ensure that all aspects remain on time.

### **Responsibilities**

- Assist production staff in developing relevant stories for television, film, online streaming and other platforms.
- Research topics using a variety of sources, including video archives, the internet, library archives and others as needed.
- Communicate with writers, directors, managers and other members of staff to ensure the smooth running of the project.
- Support staff by answering phones, taking detailed notes during meetings, inputting data into the computer and performing other tasks as required.
- Produce and edit video content that adhere to company guidelines and standards to share on online channels, including social media and YouTube.
- Provide assistance as needed in all components of the production, including sound, lighting, camera, editing and post production.
- Screenwriting, storyboard layouts, mocks, and more.

### **Requirements**

- Proficient in Microsoft Office, Adobe Pro CC, Final Cut Pro, AVID, AfterEffects and Photoshop.
- Expertise with computer software editing programs and video equipment such as cameras, microphones and lighting. Proven problem-solving skills.

### **Skills**

Excellent verbal and written communication skills; Working knowledge of social media channels; Strong organizational skills.