



JOB TITLE: VIDEO PRODUCTION MANAGER

Video Production Manager, Operations

Reports To

The Video Production Manager is in charge of video and photo projects for individual accounts and will report to both assigned account managers and the President. This role is a pay-per-project role and may, at some point, become a full-time position.

Job Overview

The Video Production Manager is responsible for procuring and managing all video and photo projects for all clients of REMIX PR. The Video Production Manager will oversee any video presentations, editing work, small productions, large-scale productions, and photography projects requested by the Account Managers or President. The Video Production Manager is also responsible for assisting with the procurement of new project accounts- including the sale of services, negotiation of contracts, and fulfillment of deliverables.

Responsibilities and Duties

The responsibilities and duties of the position will include the following:

- Assisting Account Managers and the President with any and all video production projects that may arise within REMIX PR. This includes reality show productions, lifestyle videos, commercials, talking head projects, small-scale video tutorials, webinars, large and small editing projects, on-site event visuals, photography projects, and any other video and new media projects that may arise for clients and future clients of REMIX PR.
- Overseeing the day to day operations of each project, including contract negotiations and payment fulfillment, vendor interviews, scheduling, on-site management, editing deadlines, deliverable assistance, distribution assistance, and any other specific needs that the client may have during the video and photo production process.
- Assisting with sales and project procurement.
- Participation in company-wide events, promotions and large-scale account activities. These duties may include initial planning assistance, assistance before, during and after events, as well as clean-up and post-event activities or content procurement.
- Assisting with New Media uploads and strategy in relation to the individual projects that are assigned. This includes YouTube strategy, IGTV strategy, Vimeo and content curation, and any other associated new media project management duties as assigned.



- Assisting with the implementation of client strategy, including that specific to new accounts. This includes brainstorming and assisting the President with new projects that may arise within REMIX PR.
- The Video Production Manager will also be asked to assist with internal projects on a case by case basis, including film financing, film pitch packets, and more.

Qualifications

While qualifications are flexible, REMIX PR expects employees to adhere to the following qualifications for the Video Production Manager position:

- Minimum of a high school diploma or equivalent certificate. Associate's Degree in Communications, Digital Marketing, Film or a related field is preferred. Bachelor's Degree is preferred.
- Minimum 2-3 years experience working in Film, Digital Marketing or Communications, or a related field preferred. Minimum of one (1) year of experience in a film-related environment is required. Sales experience is also a must.
- Video Production Manager MUST have basic social media knowledge of Facebook, Twitter, Instagram and related platforms. YouTube, Vimeo and IGTV experience preferred. Live event experience preferred. Google experience and knowledge is preferred but not required. Video Production Managers must complete Facebook/Instagram Blueprint program within six (6) months of hire. Video Production Managers must complete required Google certifications within six (6) months of hire as well. YouTube certifications are required within three (3) months of hire. REMIX PR will suggest additional certification programs throughout the course of employment that must be completed within a specific timeframe.
- Video Production Manager must have access to a personal laptop or desktop computer, as well as access to the Internet and a personal cell phone that can be used for business purposes. An office line will be provided. REMIX PR will also provide an email address for digital communication.
- Video Production Manager will be required to complete a Non-Disclosure and Non-Compete agreement prior to official hiring. Video Production Manager may choose to continue outside work, but must be approved by REMIX PR prior to employment terms being met.



- Video Production Manager is expected to represent REMIX PR in a personable and professional fashion via social media, personal communication, and professional interaction.
- General Computer and Office knowledge is also required. Must have the ability to utilize word processing software, spreadsheets, and other basic programs. Knowledge in Mailchimp, Constant Contact, Wix, Squarespace, Wordpress, Adobe Illustrator, Photoshop, basic video editing software and other creative programs is preferred. REMIX PR may require certifications or courses in a variety of programs throughout the duration of employment.
- A valid passport is required and must be obtained within ninety (90) days of employment. Travel may be expected.
- The President reserves the right to amend or change duties and qualifications at anytime.