



Job Title: Video Production Assistant

Department: Production

Reports to: Video Production Manager

Location: San Francisco, CA

Position Summary:

We are looking for a Video Production Assistant who can log, capture and organize video. The candidate should also be able to accurately and quickly transcribe dialogue from video. The ideal candidate has experience with video, but training will also be provided.

Responsibilities:

- Assists editor and production manager in video production including logging, capturing and organizing video
- Digitizes and batch digitizes media from various SD and HD formats.
- Transcribes dialogue from video efficiently
- Works with producers to prioritize workload to ensure timely completion of requested materials.
- Manages multiple and simultaneous projects

Qualifications:

- Experience with video and transcribing
- Previous experience with video and Final Cut Pro
- Ability to manage multiple tasks simultaneously, prioritize effectively, and meet deadlines
- Detail-oriented and strong communication skills
- Able to learn new technologies and tasks quickly
- Ability to stay organized and focused while working on multiple projects Team player with strong interpersonal and communication skills

Education:

- Bachelor's degree or equivalent related experience