



### **Video Production Manager**

**ArtsConnection** seeks a person to help fulfill the digital documentation and publication commitments of the US ED funded *Creating Bridges* project.

The Video Production Manager will provide administrative and organizational support to the Director of Practitioner Research and Digital Documentation for the creation of educational materials for the open education resources website [Literacy and Language Development: Authentic Connections to the Arts](#)

#### **Duties include:**

1. Coordinate all aspects of the digital documentation of *Creating Bridges* in collaboration with ArtsConnection staff who are responsible for the content
2. Gather, manage and cross-reference communications with staff and artists with regard to content to be captured on video
3. Correlate information and schedules to assure the capture of useful footage and it being catalogued and tagged for use by several individuals
4. Establish and maintain pre- and post-production schedules
5. Prioritize production schedule and workflow for video documentarian
6. Document and track all photo release forms for 60 classes of students in five NYC public elementary schools

The successful candidate will possess these qualities:

- Exceptional communication skills with multiple stakeholders
- Excellent administrative skills
- Excellent organizational skills
- Ability to collaborate with diverse constituencies including school administrators and educators as well as ArtsConnection staff and teaching artists
- Humanities, liberal arts or education background preferred
- At least 2 years of work experience in film, video, education or arts administration

This is a part-time position, up to 21 hours per week, paid hourly at \$25. Must be available to work Mondays and Fridays from 9:00 to 5:00. Additional hours on as needed basis.

Applications should be sent **by September 17, 2019** to [jobquery@artsconnection.org](mailto:jobquery@artsconnection.org);

Subject: Bridges Video Production Manager

**Start date: Week of October 2**

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply