



## POSITION AVAILABLE

### Digital Content Producer (Full Time Position)

The purpose of this position is to develop and produce high quality video content for WQED's website, associated digital platforms, social media platforms, and broadcast television when applicable.

Responsibilities include but are not limited to:

- Suggest and research ideas for new digital or broadcast content
- Assume full production responsibilities when designated as lead producer of content
- Assist other lead producers/colleagues in organizing, shooting or editing their content
- Meet with colleagues and supervisors to discuss ideas/proposed content
- Upon approval, set up interviews, schedule shoots
- Coordinate supporting staff for shoot (camera, audio support)
- Obtain all permissions and consent forms related to the above
- Shoot interviews and video
- Produce/edit video
- Meet assigned deadlines
- Work with graphic designer to obtain design elements to enhance video content
- Screen final edited content with supervisor
- Screen with fellow team members when applicable
- Make editing changes as suggested by supervisor
- Provide interactive team with all video files, narratives, images, etc. to ensure proper exhibition
- Shoot/produce/edit promos related to content.
- Utilize social media and interactive tools to distribute and promote content
- Additional production and assistant editing duties as needed
- Attend and contribute to production planning meetings

Required education and skills:

- Premiere Pro CC experience is mandatory.
- AVID Media Composer experience is strongly preferred but not mandatory
- Must be a skilled cinematographer/videographer
- Must be proficient with cinema digital cameras, lighting, audio recording, and related production gear.
- Color correction skills preferred
- College degree preferred but not required
- Professional interviewing and storytelling skills required
- Two years or more related professional experience

Candidates should submit cover letter, resume and salary requirements to [careers@wqed.org](mailto:careers@wqed.org). Link to video resume showing examples of high-quality production work is mandatory. Resume should clearly indicate the applicant's roles in each production.

*WQED is an Equal Opportunity Employer  
with leadership and a culture that supports diversity and inclusion*