



FULL TIME VIDEO PRODUCER

Passionate about arts in your community? We're looking for someone like you. The Video Producer reports to the Production Manager, and is responsible for the successful execution of the video production process. Including pre-production communication & equipment setup, leading the camera crew during production shoot, & post-production editing for streaming platform upload.

New Hazlett employees must embrace the theater's mission and its goal to respect and present diverse artists and ideas. We are committed to eliminating bias with regard to race, sex, gender expression, sexual orientation, ability, heritage, culture, religion and tradition, both on stage and off. Our staff must work to further this commitment, and will help interrupt behaviors that impede our DEAI efforts.

Essential Duties & Responsibilities:

- Capture video for live events and prepare files for streaming capabilities
- Create multimedia for promotional marketing videos and programming needs
- Deploy video equipment (ie cameras, displays, switcher, etc.) in accordance to production needs
- Assist Production Manager (PM) with inventory of all video equipment
- Operate, maintain and safeguard the technical assets of the theater
- Make recommendations to the PM regarding equipment

Our job descriptions are general overviews. If you feel passionate about the arts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.

JOB REQUIREMENTS

Minimum Experience:

- One year prior live event video work or two years video education experience
- Experience in editing using Premiere & After Effects.
- Advanced editing experience in Premiere and After Effects or other NLEs
- Familiar with prosumer camera operation
- Experience with multi-camera live production shoots

Preferred Experience:

- 3 – 5 years' prior live event video work
- Understanding of theater practices and terminology is desired

Knowledge, Skills & Abilities:

- Demonstrated commitment to safety and safe theater practices
- Highly motivated and calm under pressure
- Strong organizational and time management skills with the ability to multitask and reprioritize
- Strong interpersonal skills
- Ability to communicate with a broad range of clients
- Ability to quickly identify and provide recommendations on issues

Travel Requirements: Access to reliable transportation is needed

NOTE: Full Covid-19 vaccination is required, barring a legal exemption

Physical, mental demands and working conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The New Hazlett will provide reasonable accommodation for qualified individuals with disabilities to perform these essential functions.

- The position frequently requires the employee to communicate well with others both inside and outside the theater (e.g., in person, via telephone, via email).
- The employee must be able to understand and solve problems, multi-task, prioritize, and meet multiple individuals to complete essential tasks.
- An employee in this position is frequently required to move throughout the workplace, sit, stand and walk, possess gross motor skills (e.g., to carry items, shoveling, sweeping, etc.), reach with hands and arms, climb stairs and ladders, balance, stoop, kneel, crouch or crawl, communicate effectively, and see, talk and hear.
- This position will be required to perform basic interim cleaning as needed (sweeping, mopping, shoveling, etc.).
- An employee in this position must be able to exert up to 50 lbs. of force frequently. Other physical demands may include climbing and the ability to work at heights.
- This position requires the ability to identify and distinguish colors, along with judging distances and spatial relationships.
- The employee will work in environments with amplified sound.
- Office equipment, hand tools, power tools and vehicles may all be operated as part of this job.

Working Hours: Shifts will vary depending upon production requirements. This position will work a flexible schedule, including frequent nights and weekends.

Number of Direct Reports: Not applicable

Compensation: This is a full-time non-exempt position with an hourly wage of \$17.00 per hour (or approximately \$35,360/year) plus a comprehensive benefit plan offering health, dental and vision insurance, disability insurance, life insurance, and paid time off.

The New Hazlett Theater is proud to be an Equal Opportunity Employer, and we encourage people from underrepresented backgrounds to apply. We do not discriminate on the basis of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other protected class.

Employment is contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

TO APPLY: Send resume and three professional references to Dylan Baker, Production Manager, via email at dylan@newhazletttheater.org. Applications will be accepted until the position is filled. No phone calls please.