



BAHAMA BUCK'S FRANCHISE CORPORATION

VIDEO PRODUCTION SPECIALIST

DEPARTMENT: Communications

REPORTS TO: Video Production Manager

Position Summary

The Video Production Specialist's primary responsibility is to assist with the creative elements for the Video Team, such as writing, editing, and graphic design for all videos, with the assistance of the other team members. This role is mainly responsible for scheduling shoots and writing scripts but will assist in editing videos, directing shoots, and maintaining a supportive role for the Video Team.

Responsibilities

Editor

- Completing videos in a timely manner.
- Ensuring that all videos submitted are quality work befitting of the Bahama Buck's brand.
- Notifying the director so that they may correct the issue in the event that footage or audio is unavailable or incorrect.

Writer

- Completing scripts by the deadlines outlined in the video schedule.
- Ensuring that all work submitted is quality work. If the writer needs assistance developing a script, they should consult the Lead Writer.
- Updating the status of the Video schedule.
- Noting and gathering all props needed for shoots.

Shoot Scheduling

- Establish proper time and place for a video shoot (i.e., in a shop, at the park, evening/morning - if applicable)
- Consult filming crew to establish possible times/places for shoot
- Establish all talent for video
- Contact all possible talent and gather schedules
- Schedule shoot according to overlapping schedules
- Check with the shop manager (if the shoot is in a shop) to be sure the shop is not in use during the shoot

Qualifications

- Highly motivated and innovative video producer and editor
- Ability to problem solve and handle stressful situations
- Excellent oral and written communication skills and the ability to communicate with all levels of the organization.
- Display creative thinking, scriptwriting, creative writing, and storytelling.
- The ability to plan, schedule, and meet deadlines.
- Must have a high school diploma or equivalent
- 2-3 years of video experience preferred

Essential Functions

- Must be able to operate within the Adobe Suite (Premiere Pro, After Effects, Audition, and Photoshop)
- Set up and operate various production equipment, including cameras, lighting equipment, audio mixers, and microphones
- Must be able to work in a fast-paced, deadline-driven environment.
- Ability to manage multiple projects simultaneously.

- Must be able to work with individuals in high-stress situations and not escalate the problem but find solutions.
- Maintain a solid relationship with the scheduler and together have the ability to take video ideas from concept to final product.
- Communicate with franchisees, staff, and other individuals to answer questions, disseminate, or explain information.

This job description is intended to describe the general nature and level of work being performed by the staff assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or tasks which may be required to be performed in this position.

Bahama Buck's Franchise Corporation may amend, change, or modify the responsibilities and duties of this position to meet business needs as necessary. This job description does not constitute a contract for employment and may be changed at the discretion of Bahama Buck's Franchise Corporation without notice.