

# [RESOLUTIONS] NORTHWEST

## Video Production Specialist

**Status:** 20 hours/week

**Reports to and Evaluated by:** Video Lead

**Compensation & Benefits:** \$21,000. We offer company health plan, PTO, 401k.

**Start Date:** April 2019

*Resolutions Northwest embraces excellence through diversity, advocates the principles and spirit of affirmative action, and is strongly committed to the promotion of race, gender, ability and class equity throughout our programs and services. To this end, RNW is an equal opportunity employer. Candidates representing untapped communities are highly encouraged to apply.*

### **POSITION SUMMARY:**

Your role on our team is to be a storyteller—filming, editing, and crafting compelling videos to share with thousands of our followers via social media, our website, and other creative avenues. This person is a member of the video-communications team and works in service of the entire organization and mission. It is important that this person is able to work well in a team setting, and not be afraid to jump right into things.

### **OUR ORGANIZATION:**

RNW was incorporated as a nonprofit in 1985 by a small group of community members who valued the vision of a restorative juvenile justice system. Today, RNW provides services and trainings in mediation/conflict resolution, facilitation, restorative justice, and racial equity. We facilitate honest dialogue to resolve conflict and advance racial and social justice. We offer training, coaching, and consulting to strengthen relationships. We engage people, policies, and practices to shift systems and improve outcomes

### **QUALIFICATIONS**

*The following qualifications and skills will be needed on the job.*

#### **Experience, Skills & Areas of Knowledge**

- Passion for racial equity and justice work, both through:
  - Humble openness and genuine desire for continuous learning, growth and personal development around racial equity/justice
  - Personal lived experience around race, oppression, and social change
  - Intercultural fluency and responsiveness; strong cross-cultural communication and a demonstrated applied equity analysis.

- Ability to work independently and collaboratively with a wide range of stakeholders, individuals & entities.
- Demonstrated experience to engage in conversations about conflict resolution and racial / social justice.
- Technical:
  - A thorough understanding of common editing applications is necessary (Adobe Creative Suite, Final Cut Pro, After Effects)
  - Basic knowledge of recording audio for digital media
  - Expertise throughout the Adobe Creative Suite
  - Demonstrated expertise in editing software including: Adobe Premiere Pro, After Effects, Photoshop, and Lightroom
  - Bonus points for strong motion graphics skills
  - Bonus points for general online social media and marketing skills
- Creative:
  - Online portfolio of photos and videos demonstrating subjects and styles
  - Experience in leading a production workflow
- Personal:
  - Highly motivated, proactive, and works well independently
  - Curiosity to learn, grow, and experiment
  - Excellent communication (written and oral)

Strong conflict resolution skills

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with Video Lead, Marketing, and Program teams to produce and deliver video content according to agreed-upon schedule.
- Take creative initiative as well as direction and feedback regarding development.
- Operate all video, audio and lighting equipment. Determine which camera angles and equipment to use.
- Assist with location scouting, casting, and all other video production logistics.
- Film internal meetings and community/public events and trainings.
- Work with and manipulate raw camera footage, dialogue, sound effects, graphics and special effects in editing footage.
- Edit short and long-form videos, both for public and for internal purposes.
- Edit and distributing the video and audio of a podcast.

- Run projects from concept through completion.
- Select and insert music, sound, or optical effects.
- Recognize what needs to be done and accomplishes it with minimal supervision.
- Independently identify what must be accomplished.
- See opportunities for change and take action.
- Anticipate obstacles and take steps to circumvent.
- Take a proactive approach, seizes opportunities, and anticipates future opportunities.
- Focus on enhancing outcomes and results.
- Act promptly in resolving issues.
- Execute and implement plans and objectives.
- Can act with minimum planning.

### **ADDITIONAL FUNCTIONS**

- Participate in organizational equity initiatives and actively work to integrate best practices for equity and empowerment in all program areas.
- Participate in on-site staff meetings.
- Other duties as assigned.

### **PHYSICAL DEMANDS**

- Ability to execute required responsibilities including, but not limited to transporting supplies (e.g., video equipment).
- Wherever necessary, RNW will make every effort provide reasonable accommodations, in accordance with the letter and spirit of the ADA.

### **WORK ENVIRONMENT**

This position will work in a shared office setting at a desk with a computer and a phone and requires a flexible work schedule, including occasional evening and weekend work.

### **Application Steps:**

- Email your resume and cover letter to [info@resolutionsnorthwest.org](mailto:info@resolutionsnorthwest.org)
- Email link(s) to your work samples, and/or personal webpage
- (optional) Email a short/casual (1-2 min) video introducing yourself (shooting on mobile phones is totally fine) to [info@resolutionsnorthwest.org](mailto:info@resolutionsnorthwest.org)