



## **Video Production Specialist**

### Job Description

#### **Job Summary:**

The Video Production Specialist will be responsible for overseeing all things video production at Gova Creative. Their objective is to create stories through videos that reflect our clients' needs and wants.

#### **Job Responsibilities:**

\*But Not Limited To...

- Edit video and audio files using the Adobe Creative Cloud software to create finished products for clients
- Operating video production equipment (cameras, lighting, audio) and film during video production shoots
- Maintain an orderly filing/storage system for all video and audio files
- Setup/Teardown of video production equipment during video shoots
- Perform regular maintenance on video production equipment
- Performs other duties as assigned

#### **Experience, Knowledge and Abilities Required:**

- Proficient with Adobe Creative Cloud Suite
  - 5+ Years of Experience with Premiere Pro CC
  - 3+ Years of Experience with After Effects CC
  - Foundational knowledge of Audition CC
  - Knowledge of Photoshop a MAJOR plus++
- Proficient in DSLR and/or Cinema camera workflow
  - T-Stops, ISO, White Balance, Shutter Angels, etc.
- Proficient in video production lighting
- Experience shooting with video accessories such as gimbals, teleprompters, ND Filters, etc.
- Working knowledge of color grading basics (i.e. Davinci Resolve, and/or Premiere Pro)
- Experience with shooting and editing videos on a deadline basis
- Ability to manage multiple projects simultaneously while meeting deadlines
- Ability to work as a team player and discuss needs, challenges and ideas
- Ability to think ahead, anticipate needs and offer creative solutions
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Office Suite
- Ability to extract compelling elements from raw video footage
- Ability to learn new techniques and to stay up to date with the latest design trends
- Experience working with churches is a bonus but not required (we have many church clients)

**Employee Attributes:**

- Life-giving attitude
- Driven to pursue excellence
- Creative mindset
- Out-of-the-box thinker
- Task-oriented
- High-capacity, multi-tasking individual who is comfortable working independently without constant supervision while also being able to work as a team player
- Strong written/oral communication and interpersonal skills

**Physical Demands:**

- Sitting for long periods of time
- Ability to lift upwards of 25 lbs.

**Other Requirements:**

- Must have reliable transportation to and from work
- Drug Testing:
  - Subject to a drug test upon initial employment
  - Subject to drug testing periodically

**Report To:** Chief Creative Executive

**Job Type:** Part-Time: 10-20HRS/Week | \$15+/HR (Expanding to full-time in the coming months)

**About Gova Creative:**

Gova Creative is a full-service marketing agency located in San Antonio, Texas. Established in 2019, Gova has quickly grown over the last 3 years with a reputation of delivering high-quality services with an extremely personal touch. We go out of our way to ensure our clients are happy with the services they receive.

Though Gova has only been around for 3 years, the people who make up Gova have many years of experience helping clients with their marketing needs from conception to final design. We use the latest technology from 12K & 6K cameras to the newest design software to help accomplish our clients' goals. We love taking on new challenges every day and dreaming with our clients, and working with them to make their vision come to life!

**Gova Creative Staff Values:**

- Character Matters
- Honesty Is Priority
- Hard Work Is Key
- Ownership Is Crucial
- Details Are Important
- Growing Is Essential
- Kindness is Critical