



## JOB DESCRIPTION

# Assistant Producer

FiveCore Media's® Assistant Producer will be a student(s) from the Communication Department that has shown leadership, commitment and initiative. This student(s) will assist and report to the FiveCore Media® General Manager. The Assistant Producer(s) will perform a variety of tasks as it pertains to FiveCore Media's® contracted projects. This student(s) will assist editing and post-production process and serve the general operational needs of FiveCore Media®. Strong technical and leadership skills are desired to work on client projects in a professional environment.

### REPORTS TO:

FiveCore Media's® General Manager & Student Producer

### SKILLS AND/OR EXPERIENCE:

#### *Required*

- Minimum GPA of 2.5
- Completed DMP1 with B- or higher
- Proficient in video editing, motion graphic animation and other post production techniques
- Proficient with Premiere Pro or other non-linear editing software
- Competent in video production, camera and editing equipment
- Ability to work independently as well as in groups

#### *Preferred*

- Proficient with Adobe After Effects and Adobe Creative Suite
- Graphic design and web design experience
- Completed DMPII

### JOB EXPECTATIONS:

- It is expected that besides your coursework responsibilities that FiveCore be your next priority as it pertains to your other jobs and responsibilities.
- 10 hrs. per week, including regular business hours and evenings and weekends as necessary
- Perform tasks as assigned by supervisor, which include but are not limited to pre-production, production and post production duties.
- Attendance at general staff meetings and project-specific planning
- Ability to set up and transport field equipment

1700 South Main Street  
Goshen, Indiana 46526  
Phone 574 535 7192

**FiveCoreMedia.com**

- Professional demeanor and attire in all public settings
- Support of the mission of FiveCore Media® and its reflection of Goshen College's core values
- Desire to serve the client's needs with creative problem solving skills

**PHYSICAL DEMANDS:**

Lifting and moving video production and lighting equipment on a daily basis, must be able to lift 45 pounds, extended periods of standing, ability to navigate ladders, ability to operate Video Jib (crane) and operate Steadicam vest with camera arm. Operation of Video production equipment both in studio and in the field. Use of keyboard, mouse, monitor, and phone for extended periods of time. High auditory and visual acuity.

**WORK ENVIRONMENT/ENVIRONMENTAL CONDITION:**

Exposure to chemicals used in cleaning of electronic equipment and basic electronic repair, solder smoke, occasional severe outside weather conditions. Daily use of computers and cell phone. Occasional exposure to scenic effects for video production such as produced from fog machines or other devices. Occasional exposure to cosmetics used to dress on-camera talent.

**MISSION STATEMENT:**

FiveCore Media® has a two-fold mission: 1) to offer a professional training environment that distinguishes Goshen College from competing programs and prepares students for media industry careers; and 2) to provide affordable, full-service, mid-market video and media production services to on-campus clients and area/regional clients who are willing and motivated to work with an academically-focused media production company.

**STEPS TO APPLY**

- Submit Cover Letter & Resume with relevant experiences highlighted
- Submit Demo Reel of your best video production and post production work on a web link. (8min max)
- Provide 2 letters of reference (only one can be a faculty member)

*\*Completion of application process does not guarantee a position at FiveCore Media®. All of the essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable*

*accommodation. This position description is not all-inclusive and may change at the option of the (supervisor or department head). Any major change will result in the position being reviewed for reclassification.*