

Position: **Digital Media Producer**

Start Date: March 2021

Employment Type: Full Time/Part Time



Position Summary:

Skyline is looking for an idea generator, storyteller, artist, and production professional. This hard-working, creative, and detailed-oriented individual will play a key role in taking Skyline Social and Games marketing to the next level. The digital media producer will be responsible for creating engaging content and collaborating with a team to showcase all the unique entertainment features Skyline has to offer. Primary duties will focus on producing, shooting, and editing a wide variety of content for digital platforms throughout the year. During the summer months, the role will focus on volleyball, bocce ball, bean bags, and spikeball action taking place at our outdoor facility. During the winter months, the role will shift inside to bowling, duckpin, and group parties. Overall, this individual will help Skyline reach new customers and grow the brand.

Essential Duties and Responsibilities:

- Schedule production shoots, stage, interview, and direct on-location
- Ideate storylines, shot lists, scripts, features, and new/compelling content for social media and other digital platforms
- Set-up of shoots, interviews, games, and events, etc., including lighting and equipment (cameras, audio recorders, lighting, microphones, and props)
- Identify the best multimedia approach to achieve desired results and provide a finished product in a variety of formats
- Maintain all digital assets, including managing, labeling, and organizing footage and any other video content captured, and equipment
- Assist and collaborate with the digital content team to create video content and maximize existing resources
- Produce both photo and video footage, including post-production editing, adding computer graphics & special effects, audio, etc.
- Ability to multi-task and prioritize projects based on deadlines
- Proactive in preparing background film or b-roll footage as well as live feeds
- Calibrating, maintaining, and troubleshooting equipment
- Support a variety of production and editing projects throughout the year

Qualifications and Requirements:

- At least 1 year of experience directly related to responsibilities
- Completed degree(s) in relevant fields preferred
- Provide portfolio previous work
- Excellent communication skills required
- Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team
- Proficient in media and video software and hardware

Compensation and Benefits :

- Hourly position – Pay based on experience
- Employee discounts

Application Process:

Please email the following to the contact information below.

- Cover Letter, Resume, Three Professional References and Letter of Recommendation

Job Details:

Application Deadline: Friday, February 26th

Contact Information:

Corey Kolquist

Skyline Social & Games

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