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# Example of Video Production Specialist Job Description

Our company is growing rapidly and is looking for a video production specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for video production specialist

* Initiate and maintain strong collaborative working relationships with internal and external clients and partners
* Be a digital content expert – make digital content relevant and interesting to our different audiences
* Project management – carrying a project through from idea to execution
* Exhibit an ability to listen, negotiate and communicate goals share knowledge, experience and responsibility with staff in a drive for the highest standards of professionalism and service excellence
* Maintain high levels of client service and facilitate a culture of open and honest communication
* Research subject material, help design learning concepts and bring concepts to life through animation
* May include, but is not limited to, product training or client communications videos, podcasts, motion graphics and other training materials
* Prepare necessary materials and equipment for production
* Accurately document video engagement reports and tracking information
* Be a strategic member of the department in finding new ways to train employees using various communication tools including Paycom’s learning management system

## Qualifications for video production specialist

* Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, InDesign, Illustrator), Microsoft Office
* Two to Three years of video production work in higher education, non-profit, corporate, or commercial environment
* Demonstrated knowledge of video production workflows in a team environment
* Ability to work under pressure with minimal direction to meet deadlines of deliverables
* Video and photography as applicable in academic settings
* Knowledge of the marketing process and of graphic design/layout as related to video and photography