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# Example of Video Production Specialist Job Description

Our innovative and growing company is looking for a video production specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for video production specialist

* Conduct field-based video production, including interacting with clients and operating all portable video and audio equipment
* Research subject material, help design learning concepts and bring concepts to life through capturing, editing and animating video/audio recordings
* May include, but is not limited to, product training or internal communications videos, motion graphics and other training materials
* Organize shooting at locations
* Trim the segments of footage to the lengths needed for the film and assemble them into the best sequence to tell the story
* Insert music, record dialogue and adding sound effects
* Make revisions as requested and prepare the final cut for release
* Film course videos
* Modifies instructor made PowerPoint presentations and enhances them into interactive online media
* Narrates instructor presentations as needed

## Qualifications for video production specialist

* Procuring and managing all video/photography equipment
* Assisting in video archive management/storage
* Coordinating video productions with third-party vendors
* Responsibilities may also include photography shoots
* Expert level proficiency with Adobe Creative Suite video products (Premiere Pro, Photoshop, Illustrator, After Effects & Audition)
* Comprehensive understanding of editing file structures, web formats and compression