

## **Byrne Media Group – WHHI Television Production Coordinator**

1536 Fording Island Road, Suite 108B, Hilton Head, SC 29926

Byrne Media Group is an EEO Employer

Submit Resumes to JJeremiah@whhitv.com

**Summary Objective** The purpose of this position is to provide pre-production, production and post-production work for various events (live and recorded), interviews, webcast programs, news packages, and all other aspects of traditional and digital media functions. This includes shooting interviews, writing, and editing internal and external projects including organizational videos and image spots.

### **ESSENTIAL FUNCTIONS**

- The essential functions listed below represent most of the time spent working in this role. Management may assign additional functions related to the type of work as necessary.
- Plans, develops and produces video projects by translating management's objectives into production ideas; determines format, approach and content which will be effective in meeting goals within budget and time limitations and departmental guidelines.
- Prepares, outlines, scripts, and arranges scheduling of shoots, locations, and sets as required during production.
- Transports equipment; ability to lift and transport equipment on-location and in office.
- Works with team to finalize scripts for assigned video packages.
- Works on rough and final cuts to achieve desired product; arranges for special effects as needed using video editing equipment.
- Operates complex media production equipment.
- Assists to maintain a media resource and archive library by keeping and updating content and hard drives in an orderly manner.
- Maintains equipment in good working order by checking equipment regularly and arranges for major equipment repairs.
- Assists the department with social media, media requests, graphic design and creation of marketing materials and presentations if needed.
- Utilize contemporary and innovative communication tools to engage audiences, including video, social media platforms, infographics, etc. Strong verbal & written communication skills are essential.
- Must be highly focused, organized, & detail oriented.
- Consistently meet deadlines in a challenging & dynamic environment.
- Work cooperatively with managers, co-workers & clients delivering a high-level of service.
- Capable of learning new systems promptly & thoroughly.
- Must take pride in work, respond to instruction well, thrive in a fast-paced environment, enjoy working independently & perform at a high-level consistently.

### **SKILLS DESIRED**

- Experience with a video production switcher is preferred; willingness and ability to learn is required.
- Ability to present demo reel showcasing skills and techniques.
- Capability to obtain and/or maintain a Part 107 Drone Pilot License is preferred.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Requires High School graduation or GED equivalent.
- 2 years of specialized training in television production

### **CERTIFICATIONS AND LICENSES:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.