Video Producer – JD

1. Main Objective of the Job

As a video producer, you'll oversee all elements of a production from conception through to competition and will also be involved in the marketing and distribution process.

2. Video Producer Responsibilities:

- read, research and assess ideas and finished scripts
- commission writers or secure the rights to novels, plays or screenplays
- pull together all the strands of creative and practical talent involved in the project to create a team
- troubleshoot problems that arise during production
- ensure compliance with relevant regulations, codes of practice and health and safety laws
- supervise the progress of the project from production through to post-production
- deliver the finished production on time and to budget
- Create and develop multimedia (audio/video) content for customer stories, internal company announcement videos, external promotional social videos, product marketing videos, corporate training, documentaries and other enterprise-wide projects
- Script, storyboard, budget, allocate resources, set deadlines and select optimal forms of media for projects
- Work independently, as well as part of a team, to establish project deliverables
- Collaborate closely with internal clients and stakeholders to help facilitate the creation of multimedia content
- Plan video shoots; scout select and reserve shoot locations
- Develop production schedules
- direct and coach talent arrangements for crew,
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media
- Manage video library
- Evaluate analytics
- Any other responsibility assigned by management

3. Qualifications

- Certificate & above in video production.
- Knowledge of industry law and ethics.
- Firm grasp of video recording and editing techniques.
- 1+ years' experience using digital audio
- A hard-working, innovative video producer who takes pride in professionalism, passionate about the process, and has a positive attitude.
- Expect to work with costs and expenses, multiple teams, artists and performers from various genres.
- entrepreneurial in their approach, and knowledgeable about trends in the market
- communication and media studies
- film studies/filmmaking/film production
- information technology
- media production and broadcast production
- multimedia
- photography
- television production/film and television production.