

Assistant to the Producers
Modern Muse Media - Edmonton, AB
Contract Hourly

The Company:

Modern Muse is a media production company that specializes in video micro-content. Modern Muse Media specializes in training, mentoring, inspiring and providing opportunities to women. We are a group of media industry professionals with decades of collective experience, clear across the media landscape, working together to bring the stories that matter to the screens that matter.

The Position: Assistant to the Producers

We are looking for a person with a strong and motivated interest in social media and video content creation. These needs include videos for web series, sales, promotions, products and tutorials, and other fun and creative social media content.

Responsibilities and Tasks:

- Learn about the company. its primary services
- Various administrative duties
- Set up equipment, software and video production workflows
- Plan timelines and production schedules to meet deliverable goals
- Write, shoot, edit and produce video content
- Post, monitor, evaluate and repurpose content as necessary

The Candidate:

The winning candidate will be a creative, self-starting practitioner with the ability to conceptualize, write, plan, create and deploy high quality, professional video content that meets the needs of the company as well as assist with administrative tasks of the Producers. The winning candidate will be versed on the variety of today's social media video approaches and cutting edge video production techniques.

Qualifications:

- We'll look for the usual recognized degrees, diplomas or equivalent training from recognized institutions, but we'll also look at the equivalent experience with a killer portfolio.
- Skill and knowledge of and with video and image editing software, cameras, lighting and sound equipment
- Strong English copy and script writing skills a must
- Knowledge of the entire video production process
- Knowledge of, and experience with, all relevant social media platforms.

Hourly Rate will reflect experience and background

How to apply:

To be considered for this role we would like to see your resume but are more interested in seeing samples of your work. Please provide a link of any related work you've completed.

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