Job Announcement  
Production Specialist / Instructor

Who We Are

Arlington Independent Media builds our community by bringing independent voices together to exchange ideas, opinions, and artistic expressions. By providing comprehensive basic training, master-level advanced instruction, fully equipped video and audio production facilities, content rich websites, cable TV channels, and a locally focused broadcast radio station, we make people producers, not just consumers, of media.

Position Summary

The Production Specialist / Instructor maintains the organization’s production, distribution, and IT technology; organizes and oversees the public’s usage of production equipment and facilities; works with staff and contract instructors to develop and update production course curriculums and schedule workshops, camps, and other education programs; manages AIM’s commercial production services; and produces audio and video content for the organization. This position reports to the organization’s CEO.

The right candidate will be an excellent production technician and skilled written and oral communicator; and must possess a strong desire and ability to show initiative, meet deadlines, and manage multiple projects.

Primary Duties

- Oversee AIM’s production equipment, facilities, and services.
- Develop, schedule, and instruct media center education programs including basic and advanced video and audio production workshops, camps, afterschool programs, and specialty trainings.
- Manage organization’s commercial audio and video production services – prepare and provide quotes to clients based on described scope of work, provide production services, contract with and supervise freelance production technicians, serve as point person to clients.
- Troubleshoot and assess condition of organization’s production and computer equipment. Make minor repairs as necessary. Act as liaison with contract engineering firms for major repairs and system integrations.
- Research, recommend, and arrange for purchase, and integration of organization’s production, playback, computer, and other equipment and systems.
- Oversee equipment and facility check-in and out to AIM members, track organization’s equipment usage for annual reporting.
- Staff production facility and assist AIM members in the creation of content.
- Produce content for the organization utilizing member volunteers.
- Oversee development and maintenance of organization’s websites and CRM.
- Provide basic IT support to staff and members. Maintain and update organization’s computer systems.
- Other duties as assigned.
Essential Knowledge, Skills and Abilities

- Substantial knowledge of studio and location, video and audio production process and equipment.
- Experience in live and pre-recorded studio productions.
- Ability to work with freelance vendors.
- Working understanding of broadcast audio recording and editing.
- Knowledge and proficiency with Adobe Creative Suite and Microsoft Office.
- Must possess superior interpersonal communication and organizational skills.
- Ability to explain technical concepts to those without technical training.
- Attention to detail and deadline driven.
- Ability to make clear concise decisions, sometimes with limited information.
- Ability to handle multiple projects simultaneously.
- Comfortable with ladders and heights.
- Able to lift and carry up to 40lbs.

Personal Qualities

- Ability to engage with membership, the public and staff in a pleasant and professional manner.
- Flexible Schedule (days/night, late hours, weekends, and holidays).
- Demonstrated organizational ability, a self-starter, able to work productively without direct supervision.
- Willingness to work as part of a team and/or independently as needs require.
- A sense of humor, tact, and diplomacy and desire to work in a dynamic environment with diverse clientele.
- Tolerance of all cultures, music and art forms.

Education and Experience

- Minimum 3 years of prior audio and video production experience.
- High School diploma or equivalent required. Some college or college degree in related field is preferred.
- Experience with content management websites and relationship databases a plus.

Equal Opportunity Commitment and Covid-19 Practices

Arlington Independent Media is an equal opportunity employer. We respect, value and celebrate the unique attributes, characteristics and perspectives that make each person who they are. We do not discriminate based on an individual’s sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, citizenship, veteran or military status and other personal characteristics protected by law. Knowledge of a language other than English is a plus.

We are committed to the health of our employees and the community we serve. AIM staff are required to be vaccinated from COVID-19 and to follow the safety guidelines from the CDC and Arlington County during work hours. We will consider accommodations.

Compensation

Salary commensurate with qualifications and experience, along with benefits package including, medical, dental, vision, retirement, annual, and sick leave.

Application Process

Please submit resume and introductory cover letter conveying your interest and qualifications to: HumanResources@ArlingtonMedia.org, by 5:00PM, Monday, February 7, 2022.