



## Peppershock's Currently Hiring: Associate Video Producer

Peppershock Media Productions in Nampa is seeking an Associate Video Producer who has experience with video production and advertising, is digitally savvy, very detail oriented and dedicated to doing a job well done often. An excellent candidate will have the desire to practice continuous improvement and education, will have a strong work ethic, integrity and exceptionally effective communication skills, a positive attitude, is resilient and passionate about high quality and at times fast paced and can have a bunch of fun while doing it! We seek the right fit for our flexible culture filled with integrity, honesty, rewards and a very open door atmosphere.

Requirements: Minimum 3 years experience in video production and advertising or related field, college degree, a valid driver's license, decent driving record and reliable transportation. Solid knowledge of Adobe Creative Suite, Final Cut Pro or Premiere or other NLE software and audio editing software. Intricate knowledge of storytelling, commercial, corporate, entertaining or documentary style video production processes, the willingness to adapt and grow and be proficient with grammar and spelling. After-effects or motion graphics knowledge is a plus.

Wage: Negotiable DOE

Please submit a demo reel or work samples, a letter of interest or cover letter, resume and 3 references to [jobs@peppershock.com](mailto:jobs@peppershock.com)

### Sample Job Description:

Position Title: Associate Video Producer

Reporting Relationship: This position reports to Creative Director

Position Summary: This position is responsible for producing quality video at Peppershock and performs all tasks with consideration of budget, creativity, timeliness and professionalism. This position is responsible for maintenance and organization of video equipment. Highly effective communication and detail orientation is critical to the success of this position.

### Key Results:

1. Ensures timely, quality, profitable deliverables:
  - Pre-production
    - i. Client meetings
      - Attend client meetings while representing Peppershock in a professional manner.
      - Assist senior team members in pitching concepts
    - ii. Concept Development
      - Creatively assist in collaboratively brainstorming several concept options



- Use industry knowledge to ensure concept is in line with client goals.
- iii. Client Research
  - Understand client's industry, terminology and desired results
  - Research market, client website, mission statement and other useful information to communicate with the team.
- iv. Storyboarding
  - Assist in developing shot selection and VO for client meetings and production.
- v. Coordination
  - Location scouting
  - Talent acquisition
  - Legal release forms
- vi. Script Writing
  - Using client research and concept development to assist in creating a project script.
- Production
  - i. Lighting
    - Assist in employing various lighting methods for in-studio and/or on-location shoots.
  - ii. Client Guidance
    - Be able to clearly communicate and professionally guide clients on location to ensure concept adherence.
  - iii. Videography
    - Be able to perform all basic camera functions
    - Knowledge of lenses for use in any scenario
    - Knowledge of shot composition and theory
    - Use of assist devices (Tripod, Jib, slider, ETC)
  - iv. Sound Design
    - Proper knowledge of audio equipment
    - Capturing the appropriate audio for every location and anticipating any audio challenges to overcome
  - v. Production Producing
    - Assist with location and Image release forms
    - Assist Location Manager
    - Direct contact with local business and residence population
  - vi. Set Direction
    - Assist with directing talent for the capture of the scene.
- Post-production
  - i. Editing
    - Ensure all raw footage is imported into appropriate project folder and maintain file management system
    - Prepare and maintain a well organized project folder according to company specification



- Locating appropriate music track(s) (if needed) or assisting in the music composition process
  - Knowledge of NLE software (Adobe Suites, Final Cut, Premier or other)
  - Knowledge of Codecs and how to apply on export.
  - Knowledge of DVD and/or BluRay disc authoring for universal playback
  - ii. Project Management Web-bases system
    - Delivering proofs inside the web-based framework for approval
  - iii. Billable Time Entry
    - Daily and timely entry of billable time into the project management system to ensure proper budget tracking and smooth invoicing and billing operation.
2. Effectively communicated with all internal and external stakeholders:
- Attends and contributes to all team meetings
  - Responds to team members and clients in a prompt, courteous, and professional manner
  - Working with the design team for graphic elements
  - Submit industry awards on behalf of the company or the team
  - Organically grow accounts or projects if the opportunity presents itself as a greater production value for the client(s)
  - Actively marketing the company and present our company to others who may be seeking the capabilities of the company
3. Effectively manages company production assets
- Ensures that company equipment and vehicles are maintained
    - i. All camera & audio equipment is maintained, secure,
    - ii. Batteries re-charged for next use
    - iii. All storage media is transferred, cleared or formatted and ready for the next use
    - iv. Studio cyc wall and green screen maintained and clean
    - v. Production truck clean, presentable and maintained
    - vi. Full studio is clean, maintained and organized regularly
    - vii. Painting and maintaining cyc walls (green screen & white cyc) when necessary
4. Works to keep up with industry knowledge
- Research current editing techniques
  - Research equipment...