

Position Announcement

Position Title – 360 Degrees Producer

The Indiana Black Expo, Inc., a 501(c)(3) non-profit organization, seeks a part-time technical assistant to provide instructional and video production support for the Manager of the Youth Video Institute.

Position Summary

The position incumbent serves as the liaison between the YVI Manager and 360 Degrees Crewmembers, provides technical assistance and instruction as the Producer of 360 Degrees and provide instruction for the Youth Video Institute-Wireless for the Youth and Family Programs Department, position incumbent will travel on occasion

Minimum Education and Experience

- Bachelor's Degree in Telecommunications, Communications or other related fields
- Two years experience in an instructional setting preferred
- Possess direct experience with video editing techniques and television production
- Ability to manipulate software including Microsoft Office, Final Cut Pro/Express, Adobe Photoshop, IDVD, Soundtrack, Motions, and After Effects.
- Possess direct experience with Windows and Mac platforms
- Ability to operate video production equipment including; digital video camcorders, professional external lighting, and audio equipment

Duties and Responsibilities

- Assist Crewmembers in planning, reviewing and producing video segments for 360 Degrees
- Ensures implementation of the correct show format
- Ensures technical accuracy for script writing, talent, camera operations, shot selection and video editing and production techniques of 360 Degrees
- Checks and reports, prior to 360 Degrees shoots, any malfunctioning production equipment to the YVI Coordinator
- Transport students to and from 360 Degrees activities
- Serve as lead editor for 360 Degrees television show
- Creates weekly production schedules for approval by YVI Manager
- Provides instruction for YVI-Wireless, Satellite Program at Concord/Eagle Creek Neighborhood Center

Local candidates are preferred. Qualified candidates should email resumes to: humanresources@indianablackexpo.com, or fax to IBE Human Resources at 317-925-6624 by **October 28, 2011**. No phone calls please.