



youthbeat JOB ANNOUNCEMENT

PROJECT	Youth Beat (Fiscally Sponsored Project)
ORGANIZATION	Oakland Public Education Fund
JOB TITLE	Youth Beat Video Post-Production Supervisor/Editor
REPORTS TO	Youth Beat Executive Director
TIMELINE	<ul style="list-style-type: none"> ● Applications accepted starting May 2, 2024 ● Hiring <i>immediately</i>, position open until filled.
JOB DETAILS	<ul style="list-style-type: none"> ● Part-Time, Hourly, Non-Exempt ● 16-24 hours per week ● This is an in-person/hybrid position, with physical presence at our Oakland Office (required 2x a week).
COMPENSATION	<ul style="list-style-type: none"> ● \$30.00 -\$42.00 per hour ● Starting wage commensurate with experience
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none"> ● Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews. ● Unfortunately, the volume of applications will prevent us from responding to all applications received. ● Please send application to contact@youthbeat.org and with the following instructions: <ul style="list-style-type: none"> ○ Subject: "Youth Beat Video Post-Production Supervisor/Editor" - First and Last Name ○ Please include: Cover Letter and Resume.

ABOUT THE ED FUND:

The Oakland Public Education Fund is the fiscal sponsor for Youth Beat. The Oakland Public Education Fund leads the development and investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Teaching Artists will be employees of the Oakland Public Education Fund working at Youth Beat. www.oaklandedfund.org.

ABOUT YOUTH BEAT:

Youth Beat helps Oakland youth reach for their dreams and succeed. At Youth Beat, young creatives of color gain skills and knowledge needed to access careers in the media industry. They learn from accomplished media professionals and get hands-on training and job experience in video production, filmmaking, photography, design, and animation. Program participants also build confidence, teamwork and other soft skills required for success in most any career.

Youth Beat's social enterprise creative agency -- Youth Beat PRO -- produces high-quality professional video content and media for clients while also providing exceptional, real-world work experience for students and alumni.

Youth Beat is a fiscally sponsored project of the Oakland Public Education Fund.

ABOUT THE ROLE:

As a Post-Production Supervisor you will train the next generation of editors at YouthBeat, while providing excellent service and video deliverables to our clients. You will delegate editing work to your junior editors, personally take on senior editing and post-production responsibilities on complex projects, manage our post-production calendar and focus our efforts on strategic business goals.

This position will report directly to YouthBeat's Creative Director, and work collaboratively with Senior Producers on high-end video projects. The position will supervise youth assistant editors/producers to take on editing projects, and also work directly with clients throughout the post-production process.

DUTIES AND RESPONSIBILITIES:**Project Management:**

- Collaborate with the YouthBeat PRO team to align on post-production deliverables and deadlines.
- Create and maintain a comprehensive post-production schedule and resource allocation plan
- Coordinate with various departments to ensure seamless workflow and timely delivery of project components.
- Monitor project progress, identify potential issues or delays, and implement solutions to keep projects on track.
- Interface and work directly with clients to respond to their post-production needs and ensure satisfaction with quality deliverables.
- Serve as a primary point of contact for all post-production-related inquiries and updates.
- Communicate project status, progress, and any potential issues to stakeholders in a clear and timely manner.

Team Management:

- Supervise, coach, and mentor a small group of junior editors
- Assign tasks, set priorities, and provide guidance to team members to ensure efficient and high-quality work.
- Foster a positive and collaborative work environment, promoting effective communication and teamwork among the post-production team.
- Hire external vendors as needed that align with our project needs and can handle future workload as we scale.
- Be an expert in our processes and make sure the team follows all operating procedures on a daily basis.

Quality Control:

- Ensure the technical and creative quality of all post-production deliverables, including video/audio quality, color, visual effects, and overall aesthetic consistency.
- Review and provide feedback on edits, graphics, visual effects, and other elements to ensure alignment with project goals.
- Implement quality control processes that confirm video quality prior to being sent to the client for review.
- Stay updated on industry trends, emerging technologies, and best practices in post-production workflows.
- Identify opportunities to improve efficiency, quality, and cost-effectiveness in the post-production process.
- Recommend and implement new tools, software, or techniques that can enhance the post-production workflow.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Film or Video Production, Media Studies, or a related field preferred (or equivalent experience).
- Experience working in a high-volume, quick turnaround post production environment.
- Proven experience as a Post Supervisor or Video Editor in a marketing company, creative agency, post-house or similar role.
- Strong knowledge of post-production processes, including editing, visual effects, sound design, and color grading.
- Proficiency in post-production software and tools, such as Adobe Creative Suite
- Excellent project management skills, with the ability to multitask and prioritize effectively.
- Exceptional organizational and communication skills.
- Ability to work under pressure and meet tight deadlines.
- Leadership abilities and experience in supervising a team.

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.