Video Producer - HigherEdJobs

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Job Description:

Berklee's Pre-College, Online, and Professional Programs (POPP) division, which serves over 3.5 million students worldwide, is looking for an exceptional and action-oriented Video Producer to join our in-house team. This is an exciting opportunity to use your technical skills and strong passion for music education to create compelling visual content for courses, marketing, and emerging digital platforms. Your ability to drive projects from concept to completion will directly support Berklee's commitment to creativity and global innovation. At Berklee, your work directly supports the next generation of creative leaders.

About the Role & Responsibilities

Working under the Video Production Manager, you will be responsible for all aspects of video production, including preproduction, project management, directing talent, operating cameras, lighting, and sound equipment, as well as tracking and reviewing videos during postproduction. Your strong project management skills will be crucial to maintaining detailed workflows and ensuring high-quality, professional video content that enhances the student-centered digital experience for our global audience.

Key Responsibilities:

- Collaborate with stakeholders to develop creative concepts that align with best practices for content and brand guidelines.
- Execute all aspects of production, including field and studio shoots, operating/overseeing camera, audio, and light equipment.
- Direct on-camera talent and ensure technical and creative quality meets Berklee's high standards.
- Manage digital assets and follow approved workflows for file delivery, backup, and archiving.
- Comprehensive Project Management: Utilize platforms like AirTable to create detailed workflows, track milestones, manage resources, and maintain real-time status updates across multiple concurrent productions.
- Stay current on emerging video technologies and formats (e.g., AI-enhanced workflows, interactive media, 360-degree video).

What You'll Bring

We are seeking a dedicated self-starter with a "can-do" attitude who excels in a fast-paced environment with high standards for quality and innovation.

Key Requirements:

- Bachelor's degree in Video Production or a related field preferred.
- 2+ years of professional experience in all areas of video production (camera, lighting, audio, DAM, project management).
- Strong project management skills with proficiency in platforms like AirTable.
- Ability to follow creative directions and brand guidelines with attention to detail.
- Familiarity with music theory, music business, or music production technologies is a plus.
- Knowledge of non-linear editing and understanding of post-production workflows.
- Willingness to work a flexible schedule, including some nights and weekends as needed.

Berklee Culture & Benefits

Berklee's mission is to educate, train, and develop the world's most inspired and innovative artists. You'll be part of a passionate, diverse, and global community dedicated to this mission-driven vision.

Here, you'll find:

- A mission-driven culture where your ideas matter and your impact is visible.
- A diverse and inclusive community committed to lifelong learning and collaboration.
- Generous Paid Time Off (PTO) and paid holidays, including a winter break, to support work-life balance.
- Comprehensive health, dental, and life insurance plans.
- Tuition benefits for you and your family, including free or discounted courses.
- Retirement planning with a 403(b) plan and matching contributions.
- Access to unforgettable performances, guest artists, and events.

Work Location:
On-campus presence required as production needs arise. Our video studio is located at 855 Boylston Street, and Video Producers are required to come to campus for shoots, production tasks, and other onsite work as needed.

Join us in shaping the future of music and performance!

Hiring Range: $62,000 to $74,000; salary dependent on relevant experience and education.

Please visit the Total Rewards page to learn more about the benefits of working at Berklee.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Diversity, Equity, Inclusion & Equal Employment Opportunity at Berklee:

We support an inclusive workplace where everyone excels based on personal merit, qualifications, experience, ability, and job performance. Berklee affirms that inequality is detrimental to our faculty, staff, students, and the communities we serve. Our goal is to make lasting change through our actions. Berklee is committed to providing fair and equitable consideration of all employees and applicants without regard to race, color, religion, ancestry, age, national origin, place of birth, gender, sexual orientation, gender identity or expression, disability, genetic information, or status as a member of the armed forces or veteran of the armed forces, or any other category protected by federal, state, or local law.

As part of this commitment, Berklee will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Team at hroperations@Berklee.edu or call 617-747-2375.

Currently enrolled Berklee students are not permitted to apply for staff or faculty positions.

Employee Type:

Staff
Berklee College of Music is an Equal Opportunity Employer.
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