

Getting Ready to Hire an Associate Producer?

Associate Producer (AP) - Video Production

An associate producer assists a producer and editor in all aspects of the creation of video content.

Job Description

We are seeking an associate producer (AP) to provide support to our production team, reporting to our story/media producer or learning-content producer. The AP will work with a team that prides itself on quality video productions that resonate with learners and make a difference in their lives.

Responsibilities

- Work closely with producers and editors to determine and facilitate support and logistics needed for each specific project, including research, media and post-production support, field/studio shoots, and recording/mix sessions
- Work with producers, production managers, and other staff as needed to create all support materials, including conformed scripts, shot sheets, music cue sheets, 3rd-party footage releases, etc
- Extensive note-taking and documentation, plus contributing to project brainstorming and development meetings

Education & Certifications

- Bachelor's degree or equivalent required

Requirements

- 2+ years of professional production and/or project management experience
- Candidates must be energetic, collaborative, and creative
- Excellent organizational skills and attention to detail – ability to multitask, prioritize, and manage time effectively
- Fantastic communication skills and ability to work closely with creative partners, 3rd-party vendors, production staff, and editors
- Ability to receive and implement feedback
- Working understanding of post-production technology, including nonlinear editing platforms, video and audio standards and file formats, and an eagerness to learn and expand personal knowledge to better support your projects
- Customer focus and ability to work within a team environment

- Basic working knowledge of Adobe Creative Cloud (especially Adobe Premiere and Photoshop)