



## **Job Description**

### **Producer/Editor/Post-Production Supervisor**

MACLA is seeking a Producer/Editor/Post-Production Supervisor who can produce, shoot and edit professional quality videos and supervise Post-Production for MACLA Studio, as well as serving as a mentor within our apprenticeship program focused on providing career training in media production for youth, specifically Latinx, BIPOC, LGBTQ+ and women. The Producer/Editor and Post-Production Supervisor works in partnership with the creative team (MACLA Studio staff and interns) and reports to the Head of MACLA Studio.

MACLA Studio is as a social enterprise video production studio committed to producing media as a tool for social change and education. We empower, educate and employ creative professionals and youth from historically underserved communities in the field of media production.

MACLA/Movimiento de Arte y Cultura Latino Americana is an inclusive contemporary arts space grounded in the Chicano/Latino experience that incubates new visual, literary, and performance art in order to engage people in civic dialogue and community transformation. MACLA has a solid track record of engaging our community for the past three decades, as we have incrementally developed and gained national prominence. We seek someone who is a seasoned media producer and is excited about being on the team who will contribute to MACLA Studio's growth.

#### **Creative Responsibilities**

- Produce, direct and manage media projects during pre-production, production, and post-production phases.
- Manage multiple projects and deadlines.
- Manage client relations: shape and execute client's ideas from initial concept to finished product.
- Serve as multi-talented production crew member, including Director, Camera Operator, Lighting Technician and Sound Recordist
- Edit using Adobe Premiere, After Effects and Photoshop
- Supervise and execute all phases of post-production including: color correction, graphic design, sound mix/design.
- Prepare video files for final output and delivery
- Produce & edit across multiple genres: documentaries, narrative, musical performances and commercials.
- Troubleshoot workflows and have the ability to calmly guide people to the right solution.
- Stay up to date with new technology and trends in order to advise, implement and maintain best practices in media production MACLA Studio.
- Develop and teach media production workshops as needed
- Train staff and interns in emergent technology

#### **Administrative Responsibilities**

- Supervise and facilitate the physical build out of MACLA studios: inventory and research equipment, purchase of new equipment & software.
- Oversee maintenance of production equipment.
- Develop and pitch creative concepts to clients.
- Create and manage production budgets and schedules.
- Use Production Management software.

### **Supervision and Mentoring Responsibilities**

- Supervise independent contractors.
- Mentor interns and apprentices, including supervision of hands-on production and post-production opportunities.

### **Marketing and Public Relations Responsibilities**

- Produce and edit highlight reels for promotional purposes.
- Public speaking and media relations as needed.
- Participate in the development of MACLA Studio marketing and social media strategies.
- Implement marketing and social media strategies in collaboration with MACLA staff.

### **MACLA Team Responsibilities**

- Support fund development efforts, including grants and reporting and donor cultivation events.
- Participate in ongoing key staff and budget planning meetings, as well as strategic planning, facility planning and Board meetings as needed.
- Attend staff meetings, conferences, and peer learning networks on MACLA's behalf.
- Support other MACLA programs as needed.

### **Requirements include:**

- Outgoing team leader, strong communicator and proven performer during high-pressure situations.
- Ability to manage multiple projects and deadlines
- Extreme attention to detail
- Possess a strong sense of story and rhythm, color grading, music and audio, and good communication
- Working knowledge and familiarity with all current trends and aspects of digital media production
- Ability to work as a team member with MACLA staff.
- Impeccable writing and interpersonal skills, in person, via phone and email with precise attention to detail.
- Strong customer service and genuine sense of humor.
- Bilingual, Spanish speaking preferred.
- Latinx cultural competency required.

### **Experience:**

- 5- 10 years of experience in the field of video production as a Producer, Cinematographer and Editor.

This position is in-person at least 3 days a week, with some remote work capability as well.

To apply, send the following to [HR@maclaarte.org](mailto:HR@maclaarte.org) with Producer/Editor and Post Production Supervisor in the subject line: Cover letter (specifically state how your aptitudes, experience and skills relate to the position), resume and links to sample video work.

Compensation: \$68,000-\$75,000 annual salary, depending on experience. MACLA offers a competitive benefits package, including Kaiser medical, Blue Shield dental, paid holidays, vacation and sick time.

Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, MACLA will contact you to schedule an interview. No phone calls please.