

Hooks Institute Seeks Video Production Assistant

The Benjamin L. Hooks Institute is seeking an emerging filmmaker for part time work to assist in the production of Hooks Institute documentaries and other media productions. The PA role would include working with the Media and Programs Coordinator to produce short films and interviews and help with longer productions of the Hooks Institute.

Duties

- Assists the Media and Programs Coordinator in the production of a feature length documentaries and short films.
- Assists the Media and Programs coordinator on set including setting up and prepping interviewees, assisting in lighting and audio set-up and camera work
- Assists in editing of videos
- Assists in the implementation of social media accounts including YouTube, Facebook including uploading of videos and posts related to videos
- When appropriate, conducts interviews in the place of the Media and Programs Coordinator
- Conducts archival work and research in online and physical archives and photograph repositories
- Assists in photographing and videotaping Hooks events
- Other duties assigned

Skills

- Experience with film production including interviews, audio setup, camera work, light set up and video editing
- Excellent verbal and written communication skills
- Self-motivated, outgoing and professional worker
- Experience in editing software, such as Adobe Premiere Pro (preferred)
- Photography or videography experience preferred.

Requirements

- 10 hours a week for 15 weeks during the UofM semester. \$10 hr. Possible course credit available with permission from department and advisor.

Interested applicants please send a resume to the Hooks Institute Media and Programs Coordinator at ncball@memphis.edu before October 30, 2018.