

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

Media Producer – Louisiana FastStart

The Louisiana Community and Technical College System (LCTCS) is now taking applications for **two** Media Producer positions to be domiciled in **Baton Rouge, Louisiana** for the LED FastStart Initiative.

SUMMARY:

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce Commission (LWC). Our curriculum will be delivered during pre and post employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The Media Producer is an unclassified position reporting directly to the FastStart Manager of Media Services.

The Media Producer will work with FastStart clients to produce custom instructional media programming for use in classrooms and business locations.

The Media Producer's responsibilities include, but are not limited to: video concept, scripting, mobile device training design, CBT design, production and post-production of broadcast quality video, high quality print photography, DVD creation, duplication and other media needs.

The Media Producer will also assist the Manager of Media services in the supervision of contract producers, producing training reports, project updates and project evaluations.

Preferred software skills include, but are not limited to: Mac OSX, iOS, Mobile Development Tools, Final Cut Pro, Motion, SoundTrack Pro, Color, Compressor, Telestream Episode Pro, DVD Studio Pro, SmartSound, PhotoShop, Aperture, Adobe Lightroom, Adobe CameraRaw, Microsoft Office.

Louisiana FastStart training programs are offered to client companies on a 24/7 basis. The Media Producer will be required to travel extensively throughout Louisiana and occasionally travel outside of Louisiana and the United States.

Duties include, but are not limited to the following:

- Scriptwriting
- Media project planning and scheduling
- Supervision of mobile device and computer module creation or programming
- Supervision of contract media producers
- Supervision of contract production crews and talent
- Assist in equipment service and maintenance
- Project records management
- Event, industrial and studio still photography
- Supervision of video editing and 2D/3D graphics creation
- Supervision of audio recording, editing and mixing
- Other duties as assigned

Minimum Qualification Requirements:

- A Bachelor's degree in Media Communications or equivalent. The applicant must have minimum 10 years of professional experience in video or television production. Experience must include script writing, electronic field production, studio production and non-linear post production.
- The applicant must be able to drive, climb ladders or work at heights.
- Creativity, flexibility and strong organizational skills and excellent communication skills, both written and verbal are required.

Compensation:

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu

Application Instructions:

Applicants for this position should submit 1) a cover letter that addresses the outlined job responsibilities, 2) a resume, and 3) the names and contact information of 3 professional/work-related references to:

Assistant Director of Human Resources,
Louisiana Community and Technical College System,
265 S. Foster Drive, Baton Rouge, LA 70806 or

via e-mail to fkillen@lctcs.edu

Applications will continue to be accepted until position is filled.