

JOB DESCRIPTION

Job Title:	Marketing Media Producer	Approved By:	Chris Meissner
Department:	Marketing	Approved Date:	15JUL2015
Reports To:	Dir. of Marketing	QA Approval:	Laura Meissner
FLSA Status:	Exempt	QA Approval Date:	15JUL2015
Prepared By:	HR		
Prepared Date:	14JUL2015		

SUMMARY

The Marketing Media Producer manages production of creative marketing projects (primarily digital photography and video) from concept to completion. Works with the marketing team to define the media project, forecast the schedule of deliverables (e.g. timeline creation and milestones), and adequately budget for required resources based upon experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following, other duties may be assigned, as position matures:

- Work with Marketing team to develop projects and prioritize based on required team deliverables.
- Develop budget proposals for projects, identifying equipment needs, sourcing and securing vendors as needed.
- Produce and Edit visual media, including photography and video, to be used for marketing purposes while applying consistent branding principles to all elements.
- Must have strong organization and planning skills with the ability to work on multiple projects/tasks.
- Must be able to work independently as well as in a team environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree in Multi-media, Graphic Arts, Mass Media or equivalent. Minimum of 2 years in video production and photography with current knowledge of video editing and camera technology.

COMPUTER SKILLS

Must be Proficient with MS Office software including Outlook, Word, PowerPoint, Excel, and video editing software (Final Cut Pro and beyond). Experience with Adobe Create Suite is a plus. Must have Macintosh expertise and PC familiarity.

COMMUNICATION

Must have strong English Language written and verbal communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. Occasional work may be done in an ISO Class 7 cleanroom environment. Powder free gloves, face masks, hairnets, gowns and shoe covers must be worn. Because smokers continue to shed thousands of smoke particles even hours after smoking a cigarette and these particles will damage our products, only non-smokers are permitted to enter or work in the cleanroom.

Each employee of the Company is an at-will employee, unless specifically notified otherwise in writing. This means that the terms and conditions of employment may be changed with or without cause. It also means an employee may terminate their employment at any time, for any reason, and the Company has the same right to terminate an employees' employment at any time for any reason.