

JOHN DOE

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VIDEO PRODUCTION MANAGER

Summary: Enthusiastic, resourceful, and results-driven Broadcast Communications Professional with multifaceted abilities in video production. Knowledgeable in remote and studio shooting including for live events, TV shows, advertisements, news spots, and fine art. Outstanding leader with demonstrated strengths in training and motivating employees, coordinating multiple concurrent projects, and liaising effectively between multidisciplinary staff. Valued member of production teams with astute attention to detail and proven talent for implementing improvements that increase operational efficiency, organization, and quality. *Key skills include:*

Studio Management • Video & Audio Editing • Camera Operation • Crew Leadership
Pre- & Post- Production • Shading • Schedule Control • Audio & Lighting Setup • Troubleshooting

TECHNICAL SKILLS

Equipment: Sony 570 EFP/Studio Cameras, Sony HD HVR-Z7U Cameras, Lowel DV Creator 44 Lighting Kit, Jands Vista I3 Lighting Console, Ross Digital Switcher, Leightronix Nexus, Allen & Heath iLive T112 Digital Console, Soundcraft Ghost Audio Console

Software: Mac & PC OS, Adobe Audition, Final Cut Studio 3, DVD Studio Pro, Motion, Compressor, Apple iWork Suite (Pages, Numbers, Keynote), iDVD, MS Office Suite (Word, Excel, PowerPoint, Outlook), QuickBooks, ResSched, MediaShout, EasyWorship

Certificate of Achievement: Final Cut Studio Training, GeniusDV (2007)

EXPERIENCE & ACHIEVEMENTS

ABC COMPANY – City, State 2012 to Present
Media Director & Coordinator (Part-Time)

Preside over all Media Department functions for large church's Sunday services and onsite and offsite events such as weddings, concerts, and outreach initiatives. Recruit, train, and lead team of 9+ media volunteers. Maintain all equipment and perform numerous duties as needed including mixing audio, running lights, and operating cameras, video switcher, and/or media computer. Design screen graphics, record and edit videos, and fill orders for CDs and DVDs. Assist Worship Pastor with video/audio needs for band and choir.

- Contributed to significant operational improvements by reorganizing entire department and upholding structure, troubleshooting issues in-house, fully training volunteers, and instilling collaborative attitudes and dedication to quality among team members.
- Created comprehensive "How To" manuals for each media station, software program, and equipment system.
- Introduced publically available monthly volunteer schedule to confirm adequate staffing for each service/event.

ABC COMPANY – City, State 2012 to Present
Transportation Security Officer

Screen passengers and luggage prior to boarding. Operate various equipment and verify identification. Remain current with latest policies and procedures and complete all required training. Maintain professionalism and courtesy with all individuals.

ABC COMPANY – City, State 2013
Production Assistant

Enlisted for 3-day filming of "Cafeteria Incredible" episode, an ABC Network series on restaurant renovation projects. Provided high-level support to Assistant Producer, obtaining releases from set volunteers, retrieving supplies/equipment, and ensuring only authorized personnel were on set at all times. Controlled crowds during restaurant's grand reopening.

After

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ABC COMPANY – City, State

2010 to 2011

Video Editor

Developed videos and motion graphics for commercial spots/TV advertisements, weekly services and video announcements, and major events including concerts, plays, outreach events, and conferences. Edited audio tracks, ran sound and media for live events, and set up lighting. Assisted with taping of Pastor’s weekly TV program and directed/operated cameras as needed. Trained volunteers and worked directly with Media Director, completing all required tasks related to equipment purchase, installation, maintenance, and management; handled equipment planning and setup/tear down for each event. Aided with production of videos for Discipleship classes and Men’s, Women’s, Youth, and Children’s Ministries.

- Recommended and achieved approval to develop/manage free iTunes podcast of Pastor’s weekly radio program.
- Revamped all previously unorganized media areas.
- Key player in successful setup of church’s new TV studio.
- Edited Easter Passion Play and published content to DVD, performing all editing, compressing, and mastering.
- Assisted IT Engineer with designing new website and generating required content.

STATE UNIVERSITY – City, State

2007 to 2010

Studio Manager (2008 to 2010), Audio Editor/Student Worker (2007 to 2008)

Progressed to full-time management role within university’s TV studio used by Communications and Media Service Departments to shoot music videos, TV shows, concerts, theater events, and news productions. Oversaw day-to-day studio procedures as well as Control Room, Edit Suite, and Audio Suite operations and equipment. Trained, scheduled assignments, and supervised team of 3 Student Workers. Supported remote video setup and shooting for onsite and offsite events.

- Implemented improved studio reservation process and tracking policy, required paper trail for all studio activities, ensured equipment was maintained and organized, and participated in researching new studio equipment and supply options.
- Set up and managed software updates for 10 iMac editing computers; installed Final Cut Studio 3 and partitioned all hard drives to enable use of both PC and Mac programs.
- Facilitated ongoing workshops for faculty and students on studio equipment operation.
- Liaised effectively between Media Services and Communications Department staff, meeting needs of both teams.

ABC COMPANY – City, State

2008

Freelance Audio/Video Operator

Participated in 4-day project. Mixed live audio for City Revival footage broadcasted via satellite on ABCTV and uplinked to station in Iraq. Operated camera control unit/shade during weekend service.

EDUCATION**BS in Broadcast Communication**, State University, City, State

2011

- Awards: Dean’s List (2008 and 2009), Video Producer of the Year (2010)