

VIDEO PROJECT MANAGER



Job Title: Penn Lens Video Project Manager

Reports to: Executive Director, Director of Videography, & Operations Manager

Job Purpose:

Penn Lens offers videography services for any customer looking to produce commercial clips, event footage, interviews, music videos, etc. This is a great opportunity for our talented interpersonal individuals to get more experience providing services for clients and managing resources. The Penn Lens Video Project Managers support the business by communicating with potential clients and our strong team of videographers to deliver the best products for potential clients at an optimal and profitable price point.

Duties & Responsibilities:

- Be available to communicate Penn Lens offerings to potential clients and returning clients
- Negotiate pricing and product delivery with potential clients.
- Arrange communication between videographers to schedule video shoots.
- Organize and build teams to meet the requirements of larger projects. Can work together with the Director of Videography to achieve this.
- Vet through video and edits to meet quality standards. Must be done in a timely manner, and quality must meet standards set by the Director of Videography.
- Deliver via online platform to clients (usually an email with a link to access their videos) in a timely manner.
- Provide excellent customer service during the video shoot that best represents Penn Lens.
- Able to cover video shoots in emergency situations according to availability (ie. videographer cancellation, last-minute request).
- Collect feedback from videographers and clients for process and product improvement.
- Available for other duties as assigned.

Attendance Requirements:

- Attend weekly video team meetings with Director of Videography and Project Manager meetings with the Director of Operations.
- Communicate events and scheduled shoots.
- Visit clients if on campus once a week.
- Minimum 50% of PSA Semesterly GBM's (at least 2 GBMs per semester).

Employment Expectations:

- Schedule all incoming video shoots every week (Can vary based on demand)
- Respond to any communication in a timely manner.
- Represent Penn Lens to clients in a respectful and professional manner.

Preferred Experience & Skills:

- Personable and excited about meeting new people and working with new clients.
- We expect you to be independent and dependable to be able to follow up with clients.
- Previous videography experience is preferred, but not required.
- Having participated in larger video productions before is preferred, but not required.
- Having your own videography equipment is a plus, but not required.
- Must understand the roles of a big production to be able to extract project teams from the videographer pool.
- Must have a discerning eye for good shots, and experience with some of the following areas is a plus: gimbal/stable videography, aerial videography, event videography, sound editing, color correction.

Acquired Skills:

- **Videography skills:** understanding the essence of what is expected from clients, and how to bring the best talent to the table and improve current videographer talents is important is developing a creative mind
- **Management:** being able to manage a team of 20-videographers and schedule with multiple clients and ensure videographers will have a successful career growth
- **Interpersonal Skills:** being able to interact with videographers and clients in a professional manner is a highly valued skill in the workforce
- **Negotiation:** Being able to see value in professional videography to clients, and express that value in order to engage with customers whilst balancing their budgets and needs can bring great value to your future work
- Other skills based on various creative Penn Lens projects.

Wage: \$10.00 per hour depending on experience

Hours: 5 hours average a week. Load may vary according to demand.