**Video Production Specialist**

**Location:** Hybrid Remote/Office, White Bear Lake, MN

**Application deadline:** Ongoing until position is filled

**Anticipated start date:** TBD

Pheasants Forever and Quail Forever are non-profit organizations dedicated to the conservation of pheasants, quail and other wildlife through habitat improvements, public awareness, education, and land management policies and programs.

**Job Description:**

The Video Production Specialist will work within the Marketing & Communications Department on projects that include, but are not limited to, marketing, agricultural, tutorial, conservation, and upland hunting media. The position requires a well-rounded candidate who can take direction but is also adept at working independently while juggling multiple projects. We are looking for a professional and creative team player. Fundamental to this role is the ability to take projects from conception through production and posting to dissemination. A strong portfolio illustrating videography, editing, and photography is essential.

This position requires a flexible, can-do attitude and willingness to accept requests from multiple internal departments and external partners of the organization. Communication skills are very important, as the Video Production Specialist must use their expertise to help co-workers conceptualize their desired projects. It is also important that the individual maintain budget awareness while managing multiple projects and meeting deadlines. This position will also be expected to participate in special events outside of typical business hours.

This position is also physically demanding at times. Long days in the field working in inclement weather can be expected, especially during the upland hunting season. Must be comfortable working around dogs and firearms. Many of our shoots require a combination of airline and road travel.

Video production and computer equipment will be provided.

This position will report directly to the Video Production Coordinator.

**Required Skills:**

- Bachelor’s degree or equivalent combination of education and experience; this must include at least 2 or more years of professional videography and editing experience (photography is a bonus).
- Advanced knowledge of digital cameras, lenses and drones for hybrid photo/video capture.
- Advanced knowledge of lighting, grip and audio capture equipment.
- Working knowledge of core video journalism skills, including documentary production, script development, caption writing, spelling, and grammar.
- Advanced skill in Adobe Premiere Pro and Lightroom.
- General skill in Adobe Photoshop, Audition and After Effects. Also skilled in Microsoft Office and Outlook.
- Comfortable working in a wide variety of field conditions while using and maintaining camera equipment.
- Ability to travel for extended periods of time and work in remote locations.
- Express a strong desire to create professional and creative video edits.
- Working with outside vendors, including seeking approvals, quotes and organizing delivery of assets.
- Manage deadlines with the ability to prioritize in a highly dynamic and fast-paced environment.
- Ability to work collaboratively with individuals of differing professional and experience levels.
- Ability to maintain a can-do attitude and respond constructively to adversity and critique.
- Strong attention to budgets and travel logistics.
Ability to work with limited supervision and remain self-motivated.

**Specific Responsibilities:**

- Create visual media with an eye towards photojournalist, cinematic and documentary style.
- Able to set up, shoot and conduct on-camera interviews.
- Make decisions about appropriate video tools to use for different styles and settings of shoots.
- Use creative and technical editing skills to turn video assets into exceptional and creative final cuts.
- Help produce and edit our *On the Wing* Podcast.
- Assist graphic design team with various visual media needs.
- Assist Social Media Strategist with video/photo content for Instagram Reels, Facebook, etc.
- Work with organization staff, chapter volunteers and members on various video needs.
- Organize and catalog videos and photographs.
- Work with freelancers to acquire assets like stock footage, voiceovers, graphics, and transcriptions.
- Stay current with the latest capture tools and editing techniques. Proactively seek new, efficient ways to accomplish tasks and improve skills.
- File expenses and manage budgets accordingly.
- Rent vehicles and drive long distances to shoots.
- Helps nurture our brand image, and brainstorms new ways to create videos that will help grow our brand and inspire our members and volunteers.
- Assists at PF & QF functions as requested, including Game Fair, State Fairs, Pheasant Fest & Quail Classic, etc.

*Other duties may be assigned based on skills, knowledge and proficiencies*

**Preferred Experience:**

- Knowledge and passion for conservation and upland hunting is a plus.
- Knowledge of our organizations and chapter structure is a plus.
- Experience working in the outdoors is a plus.

**Education Required:**

- Bachelor’s degree in video production, photography, or other visual arts in addition to 2-4 years of equivalent work experience is preferred but a strong portfolio and experience record can be substituted for a formal education.
- Has an FAA Part 107 Drone License, or willing to study for and acquire one.

**Work Type:**

- Full Time, 40 hrs per week
- Position is hybrid office/remote. Candidates need to be able to commute periodically to Pheasants Forever, Inc. headquarters in White Bear Lake, Minnesota and other shoot locations near the Twin Cities.

**Salary Offered:**

Based on experience and qualifications. Our benefits summary is listed on our website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs).

**To Apply:** Please combine your cover letter that outlines your experience and interest in this position, along with a resume with links to relevant work/portfolio, and 3 references into one MS Word document or Adobe Acrobat PDF file before uploading to the Resume area of your application on our Recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs). Applicants may be presented with an editing test as part of the application process. If you have questions about this position, please contact Aaron Black-Schmidt, Video Production Coordinator, at: ablackschmidt@pheasantsforever.org.

*Pheasants Forever, Inc and Quail Forever is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*