

Video Team Creative Manager Job Description

Date: June 18, 2024
Title: Video Team Creative Manager
Reports to: Operations Director
Salary: \$75,000 - \$92,000

Position Summary:

Voler Strategic Advisors, Inc. seeks a highly motivated, innovative, creative and proactive leader to join our team as the Video Team Creative Manager. We are looking for experience in what it takes to create compelling content using succinct storytelling with a distinct visual identity. Extensive knowledge in video production and post production are essential functions of the position.

In addition, this person must be flexible and committed to having a fluid schedule, working across multiple projects at once, and partnering with a cross-functional team of creatives, communications, content professionals, production partners, and various key stakeholders.

This person must be a respectful, supportive and team-oriented collaborator, a problem solver, a leader, and a great communicator.

We are seeking someone who:

- Possesses compelling creative storytelling skills and a visually oriented mind, but also the ability to create and manage organizational workflows.
- Provides oversight to the Video/Creative Production Department and team, driving innovation, process improvements, teamwork, continuous communication and efficiency.
- Understands the importance of strong project management, excellent customer service, and supporting a list of client accounts.
- Leads initiatives that support HR, sales, and other key management functions.
- Fosters a creative and inclusive environment for all team members.

We are seeking to fill a full-time, on-site position Monday through Friday with some weekends and evenings as required by projects.

Essential Duties and Responsibilities:

Oversee the entire creative process, from concept development to execution, ensuring high-quality, on-brand, and on-budget client storytelling and marketing projects.

- Use a wide array of creative skills including writing, photography, video editing, and graphic design to support the company's communications efforts.
- Manage and oversee all technical aspects of video recording, editing and motion graphics.
- Manage changes to project scope, timelines, and objectives and communicate the impact of those changes to the team and stakeholders.
- Engage with a cross-functional team to understand their vision, goals, and feedback, and incorporate it into creative solutions.
- Present creative concepts and strategies to clients in a compelling and persuasive manner.
- Review and approve creative assets to ensure they align with brand guidelines and project objectives.
- Collaborate with the marketing team to establish timelines, budgets, and resource allocation.
- Solicit, review, and incorporate feedback from clients and communicate suggestions and ideas to the team in a professional and constructive manner.

Provide excellent support to all clients as assigned. This includes taking initiative to meet regularly with clients, capturing meeting notes and expectations, and executing on all work outcomes.

- Maintain professional communication via email, phone, video meetings, and in-person as needed.
- Balance the needs of the budget with the clients' creative objectives.
- Develop and foster relationships to help build and support our pipeline of future clients.

Coach, mentor, and supervise a small team of personnel within the video department.

Be a leader that drives results and brings out the best in team members.

- Go to shoots to supervise and support as needed.
- Collaborate with the Leadership Team to conduct performance reviews with team members.
- Support recruitment and hiring of staff; maintain a strong bench of contractors.
- Provide video production and graphic design support and instruction with a goal of developing personnel.

- Lead and schedule team meetings, creative brainstorming sessions, and foster a positive, collaborative, and high achieving work culture based on teamwork.
- Deal with challenges and conflict effectively and resolve issues.
- Maintain a positive work environment that addresses issues in a constructive manner minimizing escalations and project timelines and relationships.

Spearhead and develop new production procedures designed to improve efficiency and quality across our video department.

- Manage equipment inventory, maintenance and repairs, and tracking to safeguard all department assets.
- Oversee file management and the safeguarding of video content

Partner with colleagues on client pitches, proposals, process improvement initiatives, and special projects as needed. Other duties as assigned.

Required Qualifications:

- Bachelor's degree required in film or any field.
- Three years of work experience in a leadership role or in a senior project management role in a video production environment.
- Must be a strong writer and verbal communicator.
- Must be able to manage priorities and meet multiple deadlines.
- Track record of extraordinary customer service and organizational skills.
- Ability to multi-task and work collaboratively with team members.
- Current California Driver License, auto insurance and vehicle for transportation to work sites.
- Be able to perform basic color correction and sound mixing as needed.
- Be able to perform technical aspects of video recording, editing and motion graphics as needed.

Desired Qualifications:

- Proficiency in Spanish.

Instructions on Applying: Please send a cover letter, resume, and link to your portfolio/website to creative@volersa.com.