

**Title**

Video Production Assistant

**Description**

Forward-thinking, fast-paced company looking for an assistant with strong knowledge and understanding of the digital media landscape including social media to assist producing, editing and distributing videos for Touch and clients. Touch Cleveland is a full-service marketing and public relations firm with a focus on community and business development. We are a vibrant and passionate team that prides itself on our ability to create ideas outside of the ordinary by using all forms of communication.

**Responsibilities**

- Assist with on-site filming setting up lights, props, equipment, etc
- Gathers and edits content for on-air short form content and internal presentation
- Assist with video editing and uploading onto company digital platforms
- Assist with video creation and editing for Touch and client social media

**Qualifications**

Excellent written and oral communication skill  
Excellent critical thinking skills  
Detail oriented with the ability to multitask  
Ability to communicate and maintain a professional demeanor  
Ability to work independently and sufficient without supervision  
Strong work ethic and positive attitude

**Requirements**

B.A. in marketing, film, video production or related degree OR related experience. Junior or senior undergraduates are encouraged to apply.  
Experience with Davinci Resolve  
Experience with After-Effects or alternatives  
Reliable internet connection

Proficient in Microsoft Office suite

**Position/Salary**

Contract; Part-time - 10 to 15 hours a week.

**Contact**

Send resume, cover letter and sample work to [brand@touchcle.com](mailto:brand@touchcle.com)