

Production Coordinator



Details

Reports to: Branding Manager

Time: 5 hours per week

Location: Flexible within the U.S.

Overview

ESW is striving to have a measurable impact on 100 communities a year (and 500 a year by 2030) and your role is crucial in building awareness, spreading the word, and telling inspiring stories about ESWs sustainability initiatives through our photo and video content.

The role of the Production Coordinator is to create digital media in the form of videos, promos, etc. for ESW programs and conferences. They are responsible for communicating with the appropriate parties to gather information, video content and pictures for video production. As part of the Marketing & Communications team, this individual is responsible for documenting projects, capturing reactions from participants and creating a narrative. The individual does not necessarily have to own camera equipment or travel to on-site locations. All mandatory travel will be covered.

This position is flexible, and can accommodate work and school schedules. To apply, please send your resumé/CV to apply@eswusa.org. Feel free to add a short "Why me" (up to 150 words), as we would love to know you better! Please contact us with any questions you may have as well.

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is a non-profit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

Responsibilities

The Production Coordinator will be responsible for:

- Handling camera equipment
- Post-production tasks including, editing, animation, and video library management
- Handling multiple projects and meeting deadlines
- Collaborating with others and maintaining relationships
- Developing videos for ESW programs (Build Day, Community, ESWcon, etc.)
- Attending weekly Marketing & Communications meetings

Desired Skills and Qualifications

- Experience using Adobe Creative cloud (Photoshop, Premier)
- Experience using Camera equipment and minimal production techniques.

- Excellent communication, presentation and people skills with an ability to balance priorities, negotiate, and work with a variety of internal and external stakeholders
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom)
- Able to work well both independently, establish and meet deadlines, prioritize tasks
- Passion for sustainability and technical problem solving
- Comfortable working effectively under pressure to meet tight deadlines and goals
- Comfortable working in a remote, virtual team environment
- Comfortable working in a dispersed team across multiple time zones

ESW does not discriminate on the basis of sexual orientation, gender, gender identity, race, ethnicity, age, religion, or economic background. Further, we strongly encourage individuals from traditionally underrepresented identities to apply, including identities not explicitly named above. If there are any considerations or qualifications not acknowledged in our job description that you feel are important and relevant to this position, we encourage you to bring them to light in your application.