

Job title

Associate Producer, PCK Media

Job description

PCK Media is an award-winning production company based in New Jersey, and founded in 2010. PCK Media produces the New York and Mid-Atlantic Emmy Award-winning series *State of the Arts*, which airs weekly on NJTV, WNET, and ALL ARTS Public Media. In addition, PCK Media produces documentaries and performance specials for national distribution and works with clients in the fields of the arts, history, and public service.

PCK Media is seeking a part-time Associate Producer to assist with projects including the on-going production of *State of the Arts*. The ideal candidate is curious, thoughtful, a good writer, and has a deep interest in the arts. Video editing skills are a plus. PCK Media is looking for a candidate interested in growing with the company.

Responsibilities

Some of the responsibilities of the Associate Producer will include:

- Assisting with on-location filming around New Jersey
- Editing promos and other video on an as-needed basis
- Writing copy, proposals, and other text on an as-needed basis
- Researching and producing segments
- Working to develop and implement the goals of the *State of the Arts* team

Qualifications

Interested candidates meeting the following criteria will be competitive for this position:

- 2-6+ years of experience in production, editing, writing, or related field
- Basic video editing skills, with a willingness to learn Avid
- Knowledge of and interest in the arts
- Commitment to the coverage of the arts in New Jersey
- Comfort with a flexible schedule that can change dramatically from week to week
- Ability to meet project deadlines with a self-directed schedule
- Access to your own reliable transportation

Job Conditions

This position is primarily remote. However, on-location filming will take place around the state of New Jersey and beyond, as conditions permit. In-person meetings and editing sessions will be scheduled in the future.

The selected candidate will be expected to work 15-20 hours a week, including occasional nights and weekends.

Job Type:

Part-time contract position, beginning in March 2021

Pay:

\$18-26 an hour

Company's websites:

- PCKMedia.com
- StateoftheArtsNJ.com

To apply:

Please send a statement of interest and resume to info@pckmedia.com. Applications for the current position will be considered through February 19, 2021.