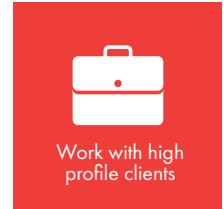
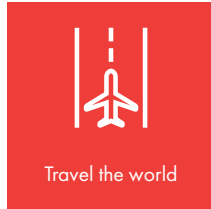
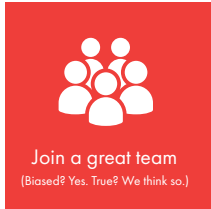


CREATIVE PRODUCTION MANAGER



JOB DESCRIPTION:

Arland Communications is looking for a motivated, self-starter to manage projects, solve problems, and create engaging video content to help our clients reach their sales and communications goals. The person should be adept in production management, have extensive knowledge of video editing, and have experience with client management. The position will require the ability to manage productions, edit video, act as producer for projects, operate camera equipment, and manage media. With clients and projects across the United States and the world, this position will have multiple opportunities to travel for client productions.

At ArlandCom we strive to create a creative and engaging environment that allows the job position to grow with the person's abilities.

POSITION DETAILS

Production Management

Working directly with our clients on a daily basis, this role we be responsible for communicating between the client contact and the Creative Services team, to achieve the project goal. This role will be in charge of collecting and maintaining information about each project in a central location for the Creative Services Team (items such as production/call sheets, shot lists, and other prep work vital to productions. The Production Manager will work with the Creative Coordinator with logistics relating to pre-production, day-of-production, and post-production.

In this position, the Production Manager will be project lead and producer, traveling to where our clients need us.

The Production Manager will also assist the VP of CS in managing freelancers hired by Arland Communications.

Video Editing:

With direction from the VP of CS, the position is responsible for editing video projects for ArlandCom and its clients. Position will need to be able to creatively craft stories by combining a-roll, b-roll, licensed music, and graphics from Photoshop and Adobe After Effects.

Other Duties

- Videographer
- Expense Coordination
- PA and Intern Management
- Writing
- Graphic Design
- Website Management

BENEFITS

- Annual salary (Commensurate with Experience)
- A stipend of \$2,200 annually (a portion of which is paid in each paycheck) to contribute to the cost of personal health insurance, since the company does not provide health insurance coverage as an employee benefit;
- An opportunity to participate in our retirement program, the Arland Communications, Inc. Simple IRA through Charles Schwab, which includes a company match of up to 3% of your salary and the ability to defer up to \$11,500 of your annual salary;
- Bonus opportunity of up to 10% of your annual salary;
- 20% commission (on revenue after expenses) from new client business that you develop and bring into ArlandCom;
- Ten days of paid vacation, annually (time must be requested and approved by your direct supervisor);
- Optional gym membership at Carmel Total Fitness or up to \$35/month stipend for another gym;
- A company-provided cell phone and computer; and,
- A workspace at our Carmel Drive offices.

Interested candidates should send resume, cover letter, references, & links to 2-3 samples of work, to Joshua Phelps, joshua@arlandcom.com.