

BOILEAU

COMMUNICATIONS
MANAGEMENT LLC

ABOUT OUR COMPANY

Boileau Communications is a strategic marketing and public relations firm serving West Michigan and the world from our office in beautiful Downtown Holland. For organizations seeking to communicate complex ideas or challenging stories, we provide the strategic guidance and tools necessary to create effective understanding. Our clients know us for our responsive service, thoughtful approach and excellence of work product.

People who do well at Boileau like to do things the right way, no shortcuts. We are passionate about building our community, growing people and creating things that stand the test of time. If that sounds like you, keep reading.

CORE VALUES

Unabridged Integrity - I follow through 100% and do the right thing 100%.

Insatiable Curiosity - I'm always hungry for knowledge and Improvement.

Inherent Creativity - I can't help but to create, rethink and bring new ideas.

Fun - I could work anywhere. I choose to work here because we get to have fun.

Can-Do Attitude - Whatever it is you're about to say... I'm up for it.

Invested - Chips are down. I'm all in.

VIDEO PRODUCER

POSITION	Salary / Exempt	YEARS EXP	2-5 years experience preferred
HOURS	40+ hr / wk	EDUCATION	Bachelor's preferred
COMP RANGE	Commensurate to Experience		

SUMMARY

This video producer is responsible for serving clients through the production of multimedia projects. The role requires the capacity to understand a client's needs and develop strategic and creative video content that serves a client's short term goals while aligning with their brand image and voice.

KEY RESPONSIBILITIES

- Execute on the development of video projects that create understanding and achieve client goals.
- Manage all details of the video production process including writing, pre-pro, art direction, production / capture, post product and VFX / sound finishing.
- Manage the overall schedule and scope of a project to ensure it comes in on-time and on budget.
- Assist with new business development including estimates, spec work development and the production of self-promotional materials
- Maintain the integrity of video data, backups and strategically plan for capital equipment purchases.

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CORE COMPETENCIES

- Creative development and scriptwriting
- Pre-production, breakdowns and production management
- Proficiency with production equipment, camera and lighting techniques
- Proficiency in photographic arts
- Proficiency post-production software (Adobe Suite), motion graphics development and editorial
- Post-production workflow, backups and equipment maintenance