

Media Production Assistant

Full Job Description

Company Overview

With headquarters in Minneapolis, Minnesota and offices in Denver, Colorado and Tucson, Arizona, Conscious Universe Productions (CUP) is a cooperatively owned and managed producer collaborative Radio, Television, Internet, and Live Event Production and Management venture with the sole purpose of insuring that grassroots related, community enhancing, and independent productions with the purpose of expanding human consciousness become a reality. The team of content creators, educators, writers, digital artists, animators, filmmakers, designers, event experts and other production related professionals band together to engage various projects that remain in the hands of their creators.

LTB Booking & Promotions headquartered in Denver, Colorado is also a cooperatively owned and managed producer collaborative venture that provides engagement booking and various services associated with the promotion of the artistry, products and services of its client owners to local, national and international venues and events. A Subsidiary Division of Brian Hewlett LLC of Tucson, Arizona, LTB is a member of the newly formed Festival Friends Advocacy Network of professionals dedicated to serving and supporting entertainment, media and festival related enterprises.

Opportunity Overview

The Job

CUP and LTB jointly seeks a Media Production Assistant to produce program material for Life and Kaos Podcast, a podcast about social innovations and the social problems that thwart them, L.I.F.E. Lessons, a podcast that features talks about psycho-social limitations and manners of their removal to create desired life outcomes, and Pre-Pilot Social Media Shorts for Hallowed Harmony, a comedy drama about fictional activist festival junkies making their way in the current US socio-political climate. The two podcasts are highly produced interview-based and workshop-based programs, while the comedy shorts are staged “reality tv” productions.

Assistants help produce and edit video and audio with industry standard software and add other contributors to the programs including generating story and scene ideas, conducting research, assisting with and arranging interviews, writing press releases, program copy and developing other production materials, and supporting live events production. Designing digital content for social media outlets is an integral part of CUP's products, and employee will be expected to be creative in the generation and contribution of audio and digital material in coordinating efforts with the other members of the CUP and LTB Teams.

In this CUP & LTB join Internship Position, people will learn and work under a cooperative self-directed worker owned business.

Daily Duties

- General administrative support includes answering phones, managing calendars, handling travel, submitting expense reports; and maintaining and updating databases, resource grids and assignment charts.
- Additional responsibilities include managing social media delivery calendars, managing, coding and tracking social media posts, and maintaining company equipment and its transport status.

- Assist with the creation of comprehensive talent procedural documentation, itineraries, various best practices guide; transportation, hotel and other reservations, hair & makeup, and other details podcast productions as well as help with maintaining databases and necessary information to facilitative them.
- Onsite podcast production coverage, assisting with talent travel, ticket distribution, etc. While virtual events and appearances remain the norm, assistants would be expected to be “onsite” and available virtually for these as well.
- Edit audio and video from host interviews and archives
- Prepare scripts and other materials as required
- Assist hosts in content creation segment and interview material for host, producers, and studio guests
- Performs research and pitches ideas for interviews and segments
- Conducts research for interviews and segment development including pre-interviewing of guests and preparation of resulting material for hosts
- Writes program copy including press releases and drafts copy for promos
- Supports events production during live by collaborating with digital teams to provide technical support for events, facilitating audience engagement in real time with host and guests and ensuring audio of live events is properly recorded remotely and transferred
- Performs other duties as assigned

The Essentials

- A minimum of 1 year of work experience related to production experience.
- Must be a diligent, detail-oriented worker who is efficient, a creative problem-solver, and not afraid to ask questions.
- A positive personality that appreciates a challenge and can work in a fast-paced environment.
- Must be a self-starter that enjoys working collaboratively but remotely.
- Always professional and always maintains composure, particularly in stressful situations.
- Excellent written and verbal communication skills.
- Must have access to off-site computer workstation and stable internet connection
- Ability to work some nights and weekends. Proficiency in Windows, Outlook, Word, Excel, Power Point, Adobe and Google Suite, and other professional media production software.
- Event experience is a plus.

But Wait, There’s More!

The Perks

Because this is an unpaid position, there are a number of benefits made available to those that serve LTB as interns.

- Complimentary Tickets to shows, festivals and other events
- Flexible work hours
- Use of LTB’s technological resources
- Complimentary Merchandise
- Complimentary Meals at shows, festivals and other events
- Expense Reimbursement

Brian Hewlett LLC and its subsidiary divisions are equal opportunity employers. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, age, mental or physical disability, and genetic information, marital status, citizenship status, military status, protected veteran status or any other category protected by law.