

**Title: Audio and Video Production Specialist**

**Primary Function:** The primary role of the Audio and Video Production Specialist is providing maintenance, assembly, and operational duties for a range of audio and visual equipment in order to ensure a video presentation is of highest quality.

**Salary:** \$25-\$35 p/h based on experience

**Reports to:** Education Director

**Work Hours:** Project based; Timing varies, depending on program location.

**Locations:** Position requires to attend programs located in different areas of Manhattan, Queens and Bronx

**Responsibilities and Duties**

- Attend several KC events/performances throughout the year to record events, when necessary coordinate separate audio recording sessions for sound.
- Produce quality audio and video of Kids Creative plays and events, with the ultimate goal of providing professional video and audio presentations to students, families, schools and supporters. These tasks include the setup and operation of sound and video recording equipment.
- Provide Kids Creative with final, edited music recordings and videos, to be shared on Kids Creative social media and other online platforms.

**Qualifications and Skills**

- Experience with audio and visual equipment, including editing audio and visual media.
- Ability to edit video and audio in formats for social media posting.
- Be open to fingerprinting and security clearance by NYC Dept. of Education and NYC Dept. of Health.
- Be an excellent team player and leader, able to bring the best out of co-workers and children.