



## SPARKWORKS

**Sparkworks Media** is a motion media production company in Seattle, WA. We are **seeking a full-time Video Producer** – we call him/her an **Enterprise Filmmaker** - to join our team. At Sparkworks Media, we are passionate about our work and strive to provide the best creative, value and an overall excellent experience to our clients. We foster a healthy work environment and collaboration among our tight knit team.

You'll will work directly with clients to guide the successful creation of storytelling media projects for their marketing and communications needs. The ideal candidate will have a broad skill set including understanding of live-action and motion graphic production, the ability to tell a story, excellent time and process management skills, strong communication and people skills, competence with video creation software and a creative eye.

Responsibilities will include:

- Collaborate with the team to develop superb creative solutions for clients
- Help establish scope and vision on new projects, including budgets and proposals
- Ensure external stakeholder and internal stakeholder project goals align
- Participate in project kickoff meetings
- Copywriting and editorial on behalf of the client to tell their story
- Establish project timeline and ensure project adheres to the timeline
- Ensure stakeholders (internal and external) are aware of and understand project status, resources, tasks, schedule, and budget
- Keep track of open and completed project tasks and ensure project meets milestones
- Manage client expectations through clear, straight forward communication
- Schedule meetings with all parties as needed and lead internal project meetings
- Review projects for quality and content
- Authorize and track project resource allocation

Qualifications and Skill Requirements:

- Strong project management skills
- 2yr+ degree plus 3-5 years of professional video/media experience working with clients
- Strong storytelling and writing skills with a keen creative and detail oriented eye
- Excellent organizational and problem-solving skills
- Self-directed with the ability to collaborate with and manage teams
- Experience with editing techniques in Adobe Premiere
- Excellent oral, written communication and interpersonal skills
- Flexibility to adjust work schedule according to workload demands
- Ability to multi-task and work quickly within a framework where priorities often shift and/or conflict.
- High level of attention to detail and meticulous follow-through
- Negotiation and leadership skills and ability to elicit cooperation from others

**\*\*Have more skills?** Those are the basics. If you have more skills that will make our projects better, let us know!

Please send your résumé, cover letter with salary requirements and access to a reel of your work (website, Vimeo, YouTube, etc.) by email to [info@sparkworksmedia.com](mailto:info@sparkworksmedia.com) with the subject line: Enterprise Filmmaker Resume