



Job Title: Video Production Specialist

Position Type: Full-time In-Person

Organization: Qalam Institute

Location: Carrollton, TX

Position Overview:

Qalam Institute seeks a talented and creative Video Production Specialist to join our team. The ideal candidate will have a strong background in video production, including filming, editing, set design, and content creation. This individual will play a crucial role in producing high-quality videos for marketing, educational content, and e-learning courses.

Responsibilities:

Video Filming and Editing:

- Plan, shoot, and edit high-quality videos for various purposes, including marketing campaigns, social media, and e-learning courses.
- Ensure appropriate equipment and techniques are used to capture and edit footage effectively.

Set Design and Production:

- Design and create sets for video shoots, considering the theme and purpose of each production.
- Collaborate with the creative team to ensure cohesive visual elements in videos and promotional materials.

Content Creation:

- Develop creative concepts and storyboards for video projects.
- Produce engaging and informative content for social media platforms, YouTube, and other relevant channels.
- Create compelling cover photos, eye-catching thumbnails, and engaging intros and outros for our video content, ensuring a visually cohesive and professional representation of our brand.

File Management:

- Organize and manage video files, ensuring a systematic and easily accessible file structure.
- Backup and archive footage to maintain a secure and organized media library.

Collaboration:

- Work closely with cross-functional teams, including marketing, education, and outreach, to align video content with organizational goals.
- Collaborate with external partners, vendors, and volunteers as needed for specific projects.

Quality Assurance:

- Ensure the quality and consistency of all video content, adhering to brand guidelines and project objectives.

E-Learning Course Production:

- Film and edit e-learning courses, incorporating instructional design principles and multimedia elements.
- Collaborate with subject matter experts to translate educational content into visually engaging videos.

Qualifications:

- Minimum of a Bachelor's degree.
- Minimum of 2-3 years of relevant experience in video production, including filming, editing, and set design.
- Proficient with video editing software (e.g., Adobe Premiere, Final Cut Pro) and other relevant tools.
- Creative abilities.
- Organizational and project management skills.
- Ability to work in a collaborative team environment.
- Familiarity with the non-profit sector is a plus.

How to Apply:

Interested candidates should submit their resume, portfolio, and a cover letter detailing their relevant experience in the application form.