

NeighborLink Fort Wayne Foundation, Inc.

Motion Graphics Apprenticeship Job Summary

NeighborLink has a vision to see the local churches of Fort Wayne, local businesses, civic groups, and concerned neighbors to join together and serve our City's vulnerable homeowners, who are also our neighbors. Thousands of people facing life's circumstances are struggling with home maintenance and repairs who cannot physically or financially perform those tasks.

The right candidate will be passionate about helping to create and tell compelling stories through video content to include but not limited to: testimonials, narratives, tutorials, how-to's and any other video efforts that can help bring NeighborLink's (NL) mission and vision to life. This candidate will have a heart for their city and the people in it, be familiar with or proficient in all aspects of digital design for 2-D and 3-D video motion graphics and be driven to grow in new areas of their profession.

NeighborLink is looking to give an emerging visual designer an opportunity to be part of our Storytelling team. This team will help produce 150+ videos in 12-months. Along with building a solid portfolio, this candidate will get to work along side professionals in the field of communications, marketing and video production.

Responsible to:

Director of Marketing and Communications & Executive Director

General Duties and Responsibilities:

Videography - adding 2D and 3D motion graphics in Post Production

Work alongside the Director of Marketing & Communications and Video Apprentice to help manage all aspects of video motion graphics and visual design elements that effectively helps tell the stories of volunteers, completed projects, promotional campaigns, how-to videos, training videos, etc. You'll need to be proficient in using current video editing software, such as Adobe After Effects, Illustrator, Photoshop and knowledge on how to solve technical problems quickly and easily.

Volunteer Client and NeighborLink Team Interaction

Be comfortable and professional while communicating with clients, volunteers, business partners, etc. to help setup and conduct video shoots. Be self motivated and able to manage your production schedule and workload independently.

Production Setup & Assistance

Part of this program will include providing production assistance to Punch Films. You'll join them as needed during their high-level video shoots and will need to be able to be professional, listen and take direction, ask good questions, and learn quickly.

Content Distribution Planning & File Management

Know how (or figure out how to) properly consider video content's ability to maximize viewer experience on platforms to include, but not limited to: YouTube, Vimeo, Facebook and/or Instagram. Ability to stay highly-organized and detail-oriented is essential. Be consistent with file management structure and file naming system that the entire NeighborLink team can access and understand.



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MUST HAVES:

Must be aligned with the goals and mission of NeighborLink to foster neighborhood development through neighbor-to-neighbor acts of kindness and service.

Ability to operate, maintain, troubleshoot, video software on computer.

Ability to effectively manage time and schedules.

Knowledge of professional audio and video editing and post-production procedures, techniques, and standards.

SKILLS:

You Understand Story

You'll be tasked with showing up to a project where you'll meet volunteers, recipients, or neighbors for the first time. Being able to meet people, ask good questions, and find the unique aspects of the story will be vital to create engaging work. Understanding the goal of the project in the context of the bigger picture is important.

You Can Design

This job rewards a forward thinking individual that can design smart, creative, and relevant graphics that can connect the target audience to the organization's message. We're looking for someone that can help our content on video, online, and on paper come to life to capture our audience's attention.

You're Reliable, Flexible & Able to Work Independently

If you say you're going to do something, you mean it. You meet deadlines, return phone calls, emails, and never miss a meeting you didn't communicate about. Since you'll be working with volunteer or be looking for the best shot, the need to be available some evenings and weekends will be necessary.

Your Self-Motivated & Driven to Succeed

This position requires a self-motivated and driven individual that loves to meet goals. This is a fast-paced position with an ambitious goal of creating and producing over 150 pieces of digital video content in 12 months. You'll need to work efficiently and have a desire to be as busy as you can be.

General Details:

Full-time position (40 hours)

Start date: ASAP

Duration: 1-Year Apprenticeship Commitment

Salary: \$25,000 + Professional Development

IF THIS IS YOU.....

Please email your resume to Andrew@NLFW.org

For more information on NeighborLink Fort Wayne, visit, www.NLFW.org



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