



MEDIA THAT MATTERS

Job Announcement **ASSOCIATE PRODUCER**

Closing Date
Job Type
Location
Compensation

September 6th, 2018
Full Time - Permanent
2916 N Monroe St., Spokane WA
DOE \$13 - \$17 / HR

COMPANY INFO

Rogue Heart Media is a marketing & media production company based in Spokane, WA, dedicated to supporting community-minded businesses and organizations at home in the Pacific Northwest. We aim to intrigue, inspire, and impact with every project we undertake. It starts with listening, asking the right questions, and connecting with the unique values of each client. Then, we collaborate to craft authentic messages and a visual experience to connect with our clients' audiences.

Everything we produce is crafted by local professionals with a heart for our region.

NATURE OF POSITION

The Associate Producer will be a first-of-their-kind, essential team member at Rogue Heart. This new role in our growing studio will be best suited for a thoughtful communicator, or perhaps even a highly organized yet brutal grammarian. This individual will support our lead producer on a diverse variety of multimedia and marketing projects, with an emphasis on coordination, communication, and client service. Collaborating with the full team, the Associate Producer will have the opportunity to contribute to creative development and explore a variety of production facets that may fascinate. Being a smaller shop, you would undoubtedly be participating in internal marketing projects and shenanigans. Over time, we'd expect you to continue to contribute to directing the growth of this new role in ways that are natural for your skills. Naturally.





RESPONSIBILITIES WOULD NECESSITATE THAT YOU...

- Understand production phases and responsibilities of each team member
- Maintain an overall picture of company workload, and collaborate with team to solve challenges and refine organizational systems and processes as needed
- Coordinate with clients and our team to schedule shoot dates and other meetings (may include booking hotel & travel arrangements)
- Communicate effectively, discuss and/or report state of projects with team and clients
- Collect, track, and archive talent and location release forms and other documentation
- Support in client follow-up, including summarizing job outcome, creating case studies, and/or collecting testimonials
- Speak thoughtfully, share ideas, and seek stories.
- Write. E-mail. Call. Post. Schedule. Remind. Rework. Deliver.

MINIMUM QUALIFICATIONS

- A love for Spokane and PNW Life
- Ability to work collaboratively
- Exceptional communication skills, including written, verbal, and interpersonal
- Detail-oriented, with strong follow-through and accountability
- Self-motivated, with the ability to work independently
- Hungry to learn new skills, processes, and pipelines
- The ability to adapt quickly to changing environments and opportunities
- Experience with Windows computers & office suite

PREFERRED QUALIFICATIONS

- Demonstrated personal investment in continued or higher education, such a B.A. in Marketing or Communication or related field.
- Proficiency with Adobe Creative Cloud, including ID, PS, LR, PR, and Acrobat
- Experience working in video production
- General understanding of marketing strategies and processes
- Familiarity with publishing content on various social media platforms
- Demonstrated public service or form of community involvement

Resume & Statement of Qualifications needed by SEPTEMBER 6TH

Email to: Rob@rogueheartmedia.com or Snail Mail to: 2916 N Monroe Street 99205

