



Job Description

POST-PRODUCTION COORDINATOR / ASSOCIATE EDITOR

ABOUT CITIZEN FILM:

Citizen Film is a not-for-profit production company dedicated to crafting documentary films & site-specific multimedia installations that foster active engagement in civic & cultural life. Our work engages audiences in civic spaces, from public parks to PBS. In addition to sparking national reflection & community-based action, our works have shown at many of America's most prestigious institutions, from the Sundance Film Festival to MoMA-NY.

JOB RESPONSIBILITIES:

- Manage a busy post-production department with multiple documentary media projects running simultaneously. Workflow includes everything from ingesting media, synching & organizing drives, making transcripts, synching multicam sequences, & archiving completed projects;
- Associate editing opportunities including script assemblies, & editing short documentary media projects;
- Coordinate music & archival research & tracking systems for rights procurement;
- Coordinate media finishing processes including color correction, sound design & mixing, motion graphics, music & archival rights licensing;
- Support development & marketing communications efforts when necessary;
- Teach & supervise Assistant Editors & Interns in learning & helping to maintain & develop Citizen Film post-production systems;
- Manage post-production research projects & support the development of Citizen Film post-production department systems;
- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

- Live in SF Bay Area & be able to participate in a hybrid office work model;
- Two years of professional work experience;
- Strong organizational & time-management skills;
- Strong communication & interpersonal skills - ability to work well independently & as part of a team;
- Strong digital technology & research skills;
- Excellent computer skills in Mac environment;
- Proficiency in Adobe, Microsoft & Google Suite Applications;
- Familiarity with software such as Dropbox, PowerPoint, Wordpress, Squarespace.

COMPENSATION: Full time, salaried position. \$52,000 - \$62,500/year - depending on qualifications & level of experience.

HOW TO APPLY: Email cover letter & resume to admin@citizenfilm.org. Applications without both cover letter & resume will not be considered.

APPLICATION DEADLINE: Sunday, July 30, 2023 - 11:59 pm - Pacific Time