

3110 35<sup>th</sup> Avenue GF  
Astoria, NY 11106  
Office: 866 - 540 - 9770  
Cell: 718-737-6865



[www.noamoreentproductions.com](http://www.noamoreentproductions.com)

## Positions of NEP

### **Director**

The Director handles management of the production phases, from concept to delivery. Must be knowledgeable and experienced in delivering completed works, coordination with producers, editors and other department directors. Decision-making is key for supervisory role as director. Director will supervise blocking, camera placement, lighting, microphones, overall pace and consistency of show. Will directly work with writers; department heads and editors and check point all items through post production.

**Qualifications:** Bachelor's degree in Film and Video Production or related media production field preferred but not required. Directorial portfolio with proven ability to complete a project for network distribution. Versatility and innovation are a plus.

### **Creative Directors**

The creative director is an implementor of the vision of the brand. Responsible for all aspects of company productions, including strategy and execution. Design viable concepts that encompass the full range of brand strategy and incorporate highly creative, yet meaningful and relatable media products. Lead creation and execution of brand strategy. Manage the creative production departments, balancing workflow and assignments, effectively. Direct the messaging for consistency in long term brand building and rapid execution of short term promotions in collaboration with marketing department and executive strategy at the highest level.

**Qualifications:** Bachelor's degree in related production field preferred but not required. Creative portfolio with proven ability to plan, draft, articulate, strategize, develop and execute a complete a project for network distribution. An artistic background is a plus. Ability to develop talent and skills of others will be necessary.

### **Director of Management**

Demonstrated project management experience in organizing, planning and executing large-scale projects from conception through implementation. Strong understanding of systemization. Effectively communicate initiatives to subordinate staff. Serve as primary contact for new strategic initiatives, answering questions and giving program information as needed. Design and review programs and executions designed by others. Coach and develop team members; hire, fire, assess, discipline, document performance, recommend salary and classification changes.

**Qualifications:** Bachelor's or Master's Degree in Marketing Management, Business Management, or a relevant field of work or an equivalent combination of education and work-related experience.

### **Brand Manager**

Demonstrated branding and marketing development, including proven ability to think strategically and develop/implement branding initiatives. Will provide periodic strategic updates on volatile trends with analysis, to aid branding department in the lifecycle support of brand initiative and strategies. Primary focus is to lead in the execution of growth strategies.

**Qualifications:** Bachelor's or Master's Degree in Marketing, or a relevant field of work or an equivalent combination of education and work-related experience.

### **Graphic and Web Designer**

Responsibilities include aspects of web design, graphic design, social media management and client relationship strategy. Implement the company's website style guide specs for the layout, overall appearance, and usability as dictated by the marketing and branding department. Interface directly with the marketing team and content manager to support consistent brand representation. Create prototypes for design concepts, mock-ups, and approved designs. Ability to speak and listen to non-designers to learn executive and management needs. Ability to work in a fast-paced, collaborative work environment. Develop content with a knowledge of current SEO standards. WordPress or other RMS site implementation and design.

Create and implement a calendar of scheduled social media messaging for multiple companies. Ensure content is proofed and utilize appropriate QA processes.

**Qualifications:** Bachelor's degree in Marketing, graphic design, communications, or related field, preferred but not needed. Minimum of 2 years of professional experience with Adobe Creative Suite.

### **News Editors**

Applicants must show management, writing and editing skills. Must be able to simplify the most complex concepts into digestible short form essays. Responsible for working with independent journalists and producers to create and publish clear, exact and concise copy. The news editor will focus on creating interesting, shareable headlines, and will play an influential role in visual storytelling. News editor should be familiar and comfortable with AP style, and thrive in a fast-paced environment.

**Qualifications:**

Bachelor's degree in journalism, communications or related field preferred but not needed.

### **Camera Operators**

Understanding of Audio and Video theory and techniques. Well-versed in the use of video and DSLR cameras, both in-studio and out-door settings. Familiarity with 4K video. Must have creative framing skills and a good understanding about the visual impact of the shots. Assembling and setting up equipment such as cameras, tripods, monitors, lighting, cables and leads and head phones. Videographers must have technical knowledge on HDMI and SDI connections, live streaming, JVC Cameras, Video switchers.

**Qualifications:** College graduate or equivalent technical training.

### **Editors**

Understanding of Audio and Video theory and techniques. Ability to make quick decisions and create packages that are both content coherent and technically correct. This position needs minor lifting and some walking, as it involves the setup of a television show. The ability to carry 50 pounds of equipment, including camera, cables, tripod and various television equipment is needed periodically. The ability to sit for extended periods is necessary. Able to execute commands

based upon aural directives. High visual and aural acuity along with data entry using a keyboard.

Ability to work closely with Talent without supervision. Ability to work under tight deadline and time constraints.

**Qualifications:** College graduate or equivalent technical training.

### **Technicians**

Responsibilities include, but not limited to, all wiring, equipment, lighting equipment, grip, production aid, setup and breakdown of sets. Fundamental understanding of electrical systems, physics of sound and light, and wireless technology. Understanding of live streaming and switching. Ability to lift 30 pounds. Will work closely with all production personnel, including but not limited to camera operators, lighting technicians, audio technicians and digital imaging technicians.

**Qualifications:** College graduate or equivalent technical training.

### **Blogger's**

Applicants must show management, writing and editing skills. Must be able to simplify the most complex concepts into digestible short form essays. Responsible for working with news editors, content producers and the marketing department to create and publish clear, exact and concise copy. The blogger will focus on creating interesting, shareable headlines, and will play an influential role in social media presence. Must be able to communicate with individuals, organizations and seek information from multiple sources, quickly and accurately.

**Qualifications:** Bachelor's degree in journalism, communications or related field preferred but not needed.

### **Content Producers**

Applicants will have proven knowledge of documentary style and narrative fiction writing. Plans and coordinates studio and field-based video production work from concept through completion, including the planning, filming, editing, sound mixing, graphic design and compression output and distribution of a wide range of products, and performs other related media production duties as needed. Creative and innovative producer will work directly with the brand strategy

departments to ensure all content adheres to the guidelines set for development of productions.

**Qualifications:** Bachelor's degree in Film and Video Production or related media production field preferred but not required. Minimum of three years of video production experience with a minimum of one year of client management responsibility. Portfolio required.