



Video Services Coordinator

Full Time - Nights and weekend availability required

Location: Grand Rapids, MI
Department: GRTV
Reports to: GRTV Station Manager

Status: Full Time
Salary: DOQ
Hours: 40

About this position

GRTV, a part of Grand Rapids Community Media Center (CMC), a nonprofit 501c3 organization, is seeking an enthusiastic, reliable, arts and community minded individual to serve as a Technical Services Coordinator.

GRCMC is a nonprofit media organization which includes public-access television stations GRTV and LiveWire, community radio station 88.1FM WYCE, community venue Wealthy Theatre, Web Development Services for nonprofits, and the local online news platform *The Raptidian*.

The Technical Services Coordinator oversees all client media service opportunities provided by GRCMC as well as large internal productions. The role involves outreach and marketing of services, working with clients to create a solution that meets their budget, and coordinating pre-production, production, post-production, and distribution of the final product. This often includes multicamera video production and streaming for live and prerecorded events, projection services, and live audio production services.

Skills Required

- Excellent Client Relations
- Time Management
- Excellent Communication
- Problem Solving
- Video Production
- Video Editing
- Attention to Detail
- Coordinating with Team Members
- Experience with Online Video and Social Media Platforms
- Background in Television Production and Video Streaming/Conferencing Preferred

GRCMC provides equal opportunity to all applicants without regard to race, color, religion, age, sex, physical or mental disability, national origin, marital status, sexual orientation, gender identity or any other legally protected status.

Interested parties should submit a resume, reel/work-examples, and cover letter to: jobs@grcmc.org with "GRTV Technical Services Coordinator" in the subject line, or mail to **711 Bridge St. NW, Grand Rapids, MI 49504**.