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## **GRAND RECRUITMENT 2015**

### **JOB DESCRIPTION**

#### **TECHNOLOGY**

#### **MEDIA PRODUCTION**

#### **A. FUNCTIONS**

For the summer of 2015, the Media Production team (the media producers) is directly responsible for managing and coordinating the creation of promotional videos, animation, commercials or other forms of commercial products for VA's flagship events and projects. The media producers may also be in charge of creative ideas for videos and web-based campaigns, photography/videography coverage for events, creation of events' highlights and publication of media products. The media producers will collaborate closely with many executive and project teams (PR/Communications team, Design teams, IT Team) to deliver high quality media products that best represent VA's missions and visions, as well as enhance VA's reputation and digital presences.

#### **B. AVAILABLE POSITIONS**

- 2 Media Producers (1 for Hanoi, 1 for Ho Chi Minh City)

#### **C. TIME OF WORK**

- Expected beginning day: May 10, 2015
- Expected ending day: August 30, 2015 (the ending date can be earlier or later depending on job demands)
- Expected commitment: 20-30 hours/ week
- Expected duration of physical stay in Vietnam: May 20 to August 5, 2015

#### **D. RESPONSIBILITIES**

- Produce and direct commercials, videos, audio messages or animation to promote VietAbroad's projects
- Implement event coverage with videography and photography needs
- Create highlights of events including Press Conference, VietAbroad Study Abroad Conference, VietAbroad Career Conference...
- Manage media resources and provide to other teams and press when needed

#### **E. QUALIFICATIONS**

- Proficiency in Adobe Photoshop, Adobe After Effects, Adobe Premiere, or Final Cut Pro
- Ability to work with files that Design team creates (Illustrator files, Photoshop files)
- Availability throughout the summer especially during event days in Ho Chi Minh city and Hanoi
- Creativity and ability to generate new and appealing content that is attractive to young people



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- Ability to work with DSLR equipment including different camera bodies, lenses, tripods, microphones for a variety of needs
- Having access to a DSLR camera at the moment
- Familiarity with Cloud Storage like Dropbox and Google Drive to collaborate with other teams

#### **F. RECRUITMENT INFORMATION**

- Round 1: Application round. Deadline: **11:59 PM April 12, 2015 (EST)**
- Round 2: Interview round for applicants who pass Round 1 only.
- Round 3: Content Demo. Information will be sent to applicants who pass Round 2 only.

#### **G. CONTACT INFORMATION**

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