



Video & Podcast Production Assistant

Full Job Description

Company Overview

Conscious Universe Productions Inc. (CUProductions), the sister company of Brian Hewlett LLC, is a cooperatively owned Radio, Television, Internet, and Live Event Production and Management venture with offices in Minneapolis and Denver. The sole purpose of CUProductions is to ensure that grassroots related, community enhancing, and independent productions with the purpose of expanding human consciousness become a reality. As a Public Benefit Corporation, its team of content creators, educators, writers, digital artists, animators, filmmakers, designers, event experts and other production related professionals adhere to rigorous standards of social and environmental performance, accountability, and transparency as they band together to engage the functions of (1) reviewing potential media projects to deem them necessary for the public to experience and (2) choosing various projects that are then presented to different subgroups of independent producers who (3) work to insure that some piece of initial media is produced to represent the project's core mission.

Make the FEST of It is an internet content delivery platform project spearheaded by CUProductions that will ultimately stream various audiovisual media content from artists in the network. The platform will feature an interactive web and app-based viewer end graphic interface, an artist content management system and a company controlled technological back end.

CUProductions is a member of the newly formed Festival Friends Advocacy Network of professionals dedicated to serving and supporting entertainment and festival related enterprises.

Opportunity Overview

The Job

Conscious Universe Productions seeks Video & Podcast Production Assistants to help advance the video and podcast content produced by the company and its associates.

Video & Podcast Production Assistants are responsible for helping to produce, edit and publish content for worker owner produced internet shows, video shorts, commercial spots and podcasts, as well as assisting in other video productions as assigned.

The Video & Podcast Productions Assistants will help implement and execute the organization's content strategy across various platforms (web, social media, audio, video, live and online events etc.) with the goal of maximizing reach to current and potential viewers.

General Responsibilities

- Produce, edit and publish podcasts as assigned.
- Generate ideas for new video and audio content relative to the talent and other members of the cooperative universe of which CUProductions is a part.
- Assist with filming and capturing content along with audio.
- Assist with editing and publishing video projects.

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- Schedule and coordinate talent and contributors for podcasts, online events and video shoots.
- Work with the Media Engagement Personnel to distribute audio and video content across various media outlets.
- Manage production of online events and leader training resources.
- Track and analyze key metrics and analytics to gauge content success in order to develop future production strategies.
- Collaborate with other staff and talent to brainstorm ideas and to develop, expand, update, upgrade, or enhance communications, products and programs.
- Identify how to innovate and evolve both internal and external communications that resonate with employees and customers to build brand and message advocacy.
- Maintain consistent awareness of digital content and children's ministry trends and best practices.
- Support, uphold and represent CUProductions at events and when in communications about the production projects.
- Perform other duties as assigned.

On-Site Duties

- Assist with project specific shoots, on set and on location.
- Perform production related research for assigned project(s) as needed.
- Assist in assuring that administrative work for projects is completed and that established procedures run smoothly.
- Assist Project Leads with various production tasks as needed.
- Receive calls during productions and insure proper personnel are forwarded the contacts and response priority after production.
- Assist with on-set and on-location fund management and the maintenance and organization of production related financial records.

Physical Demands/Working Conditions

This Internship requires regular communication while performing duties on-site. The regularly use of computer and production equipment (e.g., screens, keyboards, cameras, tripods, etc.) to perform work. This position also requires a large amount of moving about within the daily work environment. Specific vision abilities required by this job included examining details at close and far ranges of vision.

The Essentials

- A minimum of 1 year of work experience related to or consistent with digital content design experience.
- Must be a diligent, detail-oriented worker who is efficient, a creative problem-solver, and not afraid to ask questions.
- A positive personality that appreciates a challenge and can work in a fast-paced environment.
- Must be a self-starter that enjoys working collaboratively but remotely.
- Always professional and always maintains composure, particularly in stressful situations.
- Excellent written and verbal communication skills.
- Must have access to off-site computer workstation and stable internet connection
- Ability to work some nights and weekends. Proficiency in Windows, Outlook, Word, Excel, Power Point, and Google Suite.
- Experience with video and audio production or with podcasting is a plus.

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But Wait, There's More!

The Perks

Because this is an unpaid position, there are a number of benefits made available to those that serve LTB as interns.

- Complimentary Tickets to shows, festivals and other events
- Flexible work hours
- Use of LTB's technological resources
- Complimentary Merchandise
- Complimentary Meals at shows, festivals and other events
- Expense Reimbursement
- Credit can be negotiated with College/University Internship Program

Brian Hewlett LLC, its sister companies and its subsidiary divisions are equal opportunity employers. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, age, mental or physical disability, and genetic information, marital status, citizenship status, military status, protected veteran status or any other category protected by law.

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