



**Job Title: Video & Event Production Assistant**  
**Department: Total Concert Experience Team**  
**Reports to: Consulting Executive Producer**  
**FLSA status: (exempt or nonexempt) nonexempt**  
**Date prepared: 9/15/23**

### **SUMMARY**

This is a newly created position that will play a key role in the execution of immersive audience experiences at Kansas City Symphony performances at the Kauffman Center for the Performing Arts and in the community.

Ensuring that the Kansas City Symphony's values of excellence, trust and respect are embedded in this endeavor, this position will provide leadership in creating an exceptional patron experience. Primary responsibilities include logistics, budgets and vendor relations related to the Total Concert Experience events; the role will also have responsibilities relating to the management of daily operations of the Shirley Bush Helzberg Symphony House.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following:*

The Video and Event Production Assistant Supports the Video Production Director:

- Assist with lighting installs
- Assist with video workflow
- Curate and edit multiple video objects
- Record in house videos as needed
- Pull and pack equipment for video shoots
- Help troubleshoot and track gear
- Archive, organize, log and manage assets
- Assist in video shoots
- Organize and maintain all paperwork from video shoots

The Video and Event Production Assistant Supports the Video Production Director:

- Update Production Schedules
- Organize shipments
- Run errands on event day as needed
- Create contact lists

Should be familiar with:

- Premiere Pro
- Photoshop/Adobe Illustrator
- After Effects
- Davinci Resolve
- Media Encoder

### **QUALIFICATIONS:**

- Strong organizational skills
- Ability to work in a face paced environment.
- Strong communication skills
- Available to work as needed including nights/weekends

- Strong interest in production
- Comfortable lifting 50lbs on a daily basis
- Basic understanding of lighting, grip, camera and production equipment
- Highly motivated, proactive, energetic, creative and positive

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in audio/visual communications, design, production or
- Equivalent work experience.

**WORK ENVIRONMENT**

Due to KCS related events, this position demands flexibility with hours and ability to work nights and weekends.

The Kansas City Symphony is an equal opportunity employer.

Resumes should be sent to [rross@kcsymphony.org](mailto:rross@kcsymphony.org)