Job Opportunity: **Producer/Writer (part-time)**

Location: Center for Puerto Rican Studies, Hunter College, CUNY
East Building, 68th St & Lexington Ave
Schedule: Flexible, 19/hrs per week
Start Date: Available immediately **Closing Date:** Open until filled
Compensation Hourly rate is commensurate with work experiences, salary history and falls within established university guidelines.

Responsibilities: The Centro Media Team is seeking a highly skilled Producer/Writer. We're looking for responsible individuals to work with our team of creative professionals to develop high-end videos and multimedia content and detailed research in support of our mission. Candidates should have strong writing and coordinating skills. As a Producer/Writer you will be assisting the Media Team in setting up and creating content for various types of media (web, TV, film, etc.).

Specific duties:

- Research and set up shoots.
- Pitch, write and field produce stories for air in digital and broadcast formats
- Collect releases and be able to acquire additional footage/photos in order to deliver
- Conduct interviews, set up events b-roll, select work closely with editors to develop stories in single camera or multi-camera configurations
- Write tight scripts and storyboards
- Assist with production to edit-scripted videos, both short and long-form
- Must demonstrate sophisticated aesthetic, technical skill, and knowledge of current shooting trends
- Must possess strong storytelling skills and story development

Qualifications:

- Bachelor's or associate's degree preferred in media studies, video production or comparable field.2+ years experience in video production environment a must.
- A working understanding of Final Cut and/or Adobe Premiere
- Experienced with audio recording and monitoring equipment
- Strong knowledge of video ingest and logging process, transcoding, formats and standards.
- A professional demeanor is expected as well as a strong attention to detail.
- Ability to prioritize and manage numerous projects and complete them within a given time frame
- Strong production skills and familiarity with Lumix, Sony and Canon DSLR cameras
- A willingness to experiment with styles and techniques including the design of graphic elements
- Independent producer who's comfortable working alone and/or with a small team to trouble shoot and manage video projects
- Strong time-management skills and ability to prioritize and juggle concurring projects
- Must be able to think creatively to solve unique problems on the fly ☐
- Must be highly motivated, and able to work well alone and as part of a team.
- Must be willing to travel as a field producer at various times throughout the year
- Prior experience in media projects focusing on the Puerto Rican island/stateside communities strongly preferred.
- Bilingual - Fluency in English a must and competency in Spanish preferred.

To apply: Forward cover letter, resume and link to your professional reel via email to Jose deJesus, Associate Director for Operations at jdejesus@hunter.cuny.edu The subject line of the email should read: **Centro Producer/Writer** - Telephone queries: 212-772-5706

About the Center for Puerto Rican Studies at Hunter College
Centro is the only research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States. We produce and disseminate relevant interdisciplinary research. We also collect, preserve and provide access to library resources documenting Puerto Rican history and culture. Our organization values collaborations with Latinos, Caribbean and other populations sharing similar social conditions and challenges. We regard such collaborations as an essential ingredient for promoting social solidarity and advancement for all people.
Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country.