



Quest Corporation of America, Inc. (Quest) is seeking an experienced technology professional to serve as our Video Services Support Specialist serving statewide from our Corporate location. The ideal candidate will thrive in a fast-paced and dynamic organization.

**DESCRIPTION:** The ideal candidate should possess a background in and/or is currently pursuing a post-secondary education career in multimedia, video production, photography, marketing, public relations, or other related fields. Prior experience and familiarity with video production, photography, video editing, sound production, video animation and graphic design disciplines are a must.

This position requires a 40-hour work week. Hours worked will typically adhere to Quest's normal business hours of 8 a.m. to 5 p.m. (with an hour lunch) and may also occur on evenings, weekends, and other non-business times. Advance notice of expected hourly commitments will be provided. This position will report directly to Quest's Video Services Program Manager for creative assignments and support, however, will report to the Business Unit Leader for all directives, administrative and personnel guidance, issues and / or concerns.

**Responsibilities include but are not limited to:**

- Coordinates pre-production and production planning activities; conduct field-based and studio video production which involves interacting with clients and operating all portable video and audio equipment; transport and set up lighting and audio equipment as required; provide limited troubleshooting and maintenance of field production equipment.
- Support multimedia studio or field-based production for public and private clients
- Knowledge and use of all Quest multimedia equipment, including software.
- Collaborate with the VPS on scripting, storyboarding, filming, editing, reviewing and re-edits.
- Taking/updating Quest associates headshots.
- Transfers data from cameras to editing computers for post-production and distribution.
- Participating in brainstorming and strategic planning sessions for new projects.
- Interacts with Quest associates on video-related services.
- Maintaining the video studio and equipment in good working order.
- Maintaining and updating the equipment list.
- Editing pre-recorded video footage, audio files and photographs.
- Adding special visual and aural effects to pre-recorded video footage, audio files and photographs.
- Creating innovations for the Technology Division
- Supporting training of Quest associates on Quest technological advances.
- Maintaining time management
- Collaborate with VPS and Business Unit Leader weekly on production needs and specifications.
- Ability to manage your time and projects to ensure we meet deadlines consistently.
- Conducting one on one meetings with Business Unit Leaders.
- Prepare monthly reports.
- Attend weekly / monthly meetings, when necessary

## **PROFESSIONAL REQUIREMENTS:**

- Experience in video editing using Adobe Premiere Pro CC  
Ability to use Adobe Audition, After Effects, Photoshop, and Lightroom
- Excellent attention to detail with the ability to work well under pressure.
- Excellent interpersonal skills.
- Must be able to manage multiple projects simultaneously.
- Thorough knowledge of timing, motivation, continuity, etc.
- Creative mind, interviewing and storytelling skills.
- Ability to travel at times, including weekends.
- Must be able to lift, bend, squat, and move equipment weighing 75 lbs.
- Must be able to stand for extended periods of time.
- A valid State driver's license is required.

## **Video Services Support Specialist Preferred:**

- Drone License
- Technical Certificate in video editing / production
- Experience in Marketing
- Experience in the construction industry

*Quest Corporation of America, Inc. is an equal opportunity employer and does not discriminate based on race, color, religion, creed, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, marital status, or other status protected by law.*