

Video Production Manager, Flexible Hours, Work From Home

If you love video production, digital marketing and social media, customer service, and you are detail oriented, task oriented and enjoy maintaining online systems, you have an interest in finance, and you want to be a part of a small, international company with a big future, then this might be the perfect fit for you. You will be working with a small entrepreneurial San Diego-based company making a difference in the lives of business owners in the financial services industry by working virtually with an international team, from your own home office. You'll be managing our international team to make sure video projects are done with excellence and on time. You need to have a passion for and be proficient in video production management, script writing and editing, digital marketing, including blogging, social media, and various email marketing platforms. (This position does not require you to actually shoot and edit video. Rather, you'll be managing a team to create whiteboard animated videos.) You need to be highly organized, detail oriented, and most importantly, extremely conscientious about follow through. You'll also be helping us refine our operations systems to best manage projects using the software Infusionsoft. You need to be comfortable with a dynamic and changing work environment since we are in growth mode; you need to be an "all purpose" person, flexible to work on a variety of types of tasks and projects.

About You

You love people and like to keep tasks on schedule for yourself and others. You enjoy working with marketing projects revolving around video. You also love working within and creating systems to help our business run smoothly.

This is a position that requires great attention to detail as you set up and manage our digital marketing video strategies and resources for our clients.

You must be familiar with multiple online platforms, including Wordpress, social media sites, email marketing platforms, and CRM systems.

It helps if you have an interest in finance, since most of our clients are in the financial services industries. You do NOT thrive on being micromanaged and love to be given the freedom to excel in your job. Being your own boss and helping a small, growing organization is a dream come true for you. You are open, direct, and straightforward. You believe that honesty, awareness, and ownership are the direct routes to problem solving. You love being given a responsibility and then running with it, making sure all t's are crossed and i's are dotted, and keeping close watch on all your projects to make sure they're completed with excellence and on time. You own your job as if it was your own company. You'll also help us create the company's operating best practices for completing your tasks as you become our go-to expert in this Video Production Manager arena.

About This Role

The Video Production Manager is an “all-purpose” person who can successfully manage all the details and administrative execution of our Turnkey Video System, as well as field customer support inquiries by phone and email with cheerfulness and competence. Your job is to keep the machine running for our clients.

You may also be asked to do other tasks or projects necessary to run this company successfully, so being a quick learner, being comfortable with new and uncertain situations, and loving the variety of consistently learning is a must.

We use Infusionsoft to automate as many of our processes, systems and communication as possible, so you will be working with this software regularly. As the system assigns tasks to you, you'll be notified by email.

Your tasks will fall into 4 areas:

1) Client Liaison-

You'll be our primary point of contact for our clients. You'll answer and respond to phone calls and emails from clients, and manage their projects within our system.

2) Video Production Manager-

You'll manage our international team of video editors, voiceover artists, content consultants, and administrative assistants to make sure our video products are produced on time and with excellence. Most of this activity will be in response to tasks assigned by Infusionsoft.

3) Script Reviewer-

When a client submits the first draft of their scripts, you will help review them to make sure they flow well for video. You can lend an objective eye to their scripts to make sure they make sense to their prospective clients. You'll also make sure the formatting and length of the scripts fit within our guidelines.

After you complete your review, you'll email the scripts back to the prospective client for review using our templated email system.

4) Video Reviewer-

When one of our video editors submits the first cut of their whiteboard animated videos, you'll be notified by email with a task. Then you will review the videos to make sure they communicate the scripts' message clearly with the visual animation images the editor chose. You'll record any recommended edits in a Word document and submit that to our editor using our system. You'll also make sure any changes requested by client or other team members are implemented correctly in the videos, which requires high attention to detail.

In addition to these regular responsibilities, you may be asked to help with other essential activities in moving the business forward.

About Your Daily Tasks

We use a system that will generate emails to you when your part of a project is due. You'll check your email inbox at least once per day to see if you have any tasks to complete. Your tasks will fall into 3 areas:

1. Onboard new clients into system You'll be our primary point of contact for our clients for this offering, keeping their projects on track using our automated system (Infusionsoft). You'll answer and respond to phone calls and emails from clients, and manage their projects within our system.
2. Team Manager You'll manage our international team of Virtual Assistants to make sure our video products are produced on time and with excellence.

Your Required Skills

- Self-starter ready to take responsibility to make each project the best it can be. You need to be an "A Player" who treats this job as if it was your own company. We want you to lead.
- Expert in digital media. We'll look to you for new fresh ideas and enhancements to make our service offerings even better through cutting edge strategies for promoting YouTube videos through blogging, social media, email marketing, etc.
- Loves talking with clients on the phone and managing their projects for them. You offer pleasant and prompt responses to client questions and needs.
- Ability to communicate in 2 distinct ways: 1) communicating with clients 2) keeping our team on task
- Outstanding attention to detail
- Able to learn new software quickly, and you must be proficient and ideally an expert at using Wordpress, social media sites, email marketing platforms, and CRM systems. We'll provide training on our internal systems.
- System friendly and be someone who thrives on organized systems.
- Utmost commitment to meet deadlines and feel tremendous ownership over your job.
- Enthusiastic, reliable and self sufficient.
- Even tempered / no 'attitude' / willing to help beyond a job description and do whatever it takes. You must be a flexible, "all purpose person", willing to help with a variety of needs.
- Not afraid to fail and try new things in a dynamic, growth environment.

Your Nice To Have Skills (we can train you too!)

- A love for financial topics and business building
- Highly organized and detail oriented. I'm putting this again as it is so important.

- Familiarity with Infusionsoft
- Able to provide Voiceover services
- Able to script simple overview videos for client

The Details

Position Purpose: To help our company provide outstanding video marketing services so we can impact more financial advisors' lives while increasing revenue and profit.

You Report To: Founder of company

Your Computer: You must have your own FAST computer (ideally NOT a Mac), reliable high speed Internet access and a mobile telephone with texting.

Your Commitment: This is a 10-15/hr week contract position that can scale to more hours as our business grows.

Work location: Your home or office most of the time.

This job offers great flexibility. We will perform a complete background check and will call all references you provide. Starting pay is \$15 to \$20/hr and can grow from there. Starting pay will depend on your experience and expertise in the specific skill sets cited above. Please respond to jobs@faclientmachine.com. Use this subject line: Video Production Manager for Growing Company mm/dd/yyyy (put the date you apply). Include any related experience and results you have. Please include a 1 page cover letter as to why you think you would be a good fit, and also a separate copy of your resume, both in PDF format. Also, please call this number (877) 5726871 ext. 708 and leave a voicemail as if you were calling a client who has just signed up for our Turnkey Video System. (This is a bit of role play). Introduce yourself by first and last name, welcome them warmly to our company, and let them know you'll be sending them an email with first steps to get set up for their new Turnkey Video System. (At the end of your voicemail message, please be sure to leave your full name and the date you emailed your resume.) Leave this voicemail the same hour that you send the email with your resume. Thank you for your time.