



"GATHER. CONNECT. AFFECT."

Black Tech Nation Event Planner

Black Tech Nation (BTN) is a social good organization dedicated to creating and growing a black tech ecosystem in and throughout Pittsburgh's burgeoning tech economy. Our motto - "Gather. Connect. Affect." - is our call to action to gather the region's black tech professionals, entrepreneurs, and enthusiasts, connect them with Pittsburgh's tech workforce, and affect the entire tech community through education, policy change, and advocacy; thus, creating a more equitable tech ecosystem in Pittsburgh.

BTN is currently seeking a video producer to join our team on a project-by-project basis. Our video producer will film and edit video for BTN social media, events, and campaigns (*approx. 4-5 projects per month*). The ideal candidate will have over 1 year of video production experience and possess the following skills:

THE FOLLOWING SKILLS ARE STRONGLY SUGGESTED:

- Able to produce content with a quick turnaround
- Knowledgeable about video equipment, sound, lighting, and editing software
- Creative and artistic ideas for video content
- Ability to communicate ideas clearly and effectively
- Great time-management skills
- Comfortable working in a fast-paced, unpredictable startup environment

PREFERRED SKILLS:

- Ability to put graphics on social sharing videos
- Ability to create infographic videos
- Technically savvy - comfortable using Google Suite, Mailchimp, Slack, and Trello (we can potentially train you)

RESPONSIBILITIES INCLUDE:

- Capturing quality video at all BTN events
- Conducting video interviews with members, supporters, event attendees, etc.
- Assisting the Executive Director, Marketing Manager, and Community Outreach Manager with creative video ideas for BTN brand and community engagement
- Editing short videos for social media on a consistent basis
- Attending weekly meetings with Executive Director
- Attending monthly meetings with entire team
- Attending all BTN events
- Working with assigned interns (if applicable)
- Other tasks TBD (to be determined)

NOTE: We are not looking for production houses or teams unless you are willing to work with us within our budget. We also require that our video producer has his/her/their own equipment.

If interested, please email **blacktechnation@gmail.com** with the title of this position in the subject line. Please share with us your resume or LinkedIn profile, and a cover letter detailing any relevant experience.

We look forward to working with you!