



**Creative Media Producer**  
**Teamsters Headquarter, Washington DC**

Founded in 1903, the International Brotherhood of Teamsters is North America's strongest union, representing more than 1.3 million hardworking people in the U.S., Canada, and Puerto Rico.

The Strategic Initiatives Department is integral to the Teamsters' mission, overseeing communications, research, economics, capital strategies, and the Teamsters History Project. The department equips Teamsters affiliates with essential resources to excel in organizing, public relations, contract campaigns, audience expansion, and enhancing public perception.

**Position Summary:**

Under the general supervision of the Director, Strategic Initiatives Department, the Creative Media Producer helps to maintain an internal video production team and creates and disseminates engaging videos and related digital content spotlighting Teamsters campaigns and uplifting member voices and stories. A successful candidate will help position the Teamsters as an industry leader in visual and digital storytelling. The candidate should have experience in short-form and promotional video production, TV/film, and have a passion for the trade union movement. Based in Washington, DC, this position operates full-time and in-person from the union's headquarters.

**Duties and Responsibilities:**

- Create, film, and edit regular digital content with a thriving video production team within the Department of Strategic Initiatives.
- Ideate, film, edit, and produce video content unique to the Teamsters Union.
- Manage video projects and related digital content, including but not limited to social media content and event-based assets.
- Work across International Union departments and divisions to coordinate video shoots and other productions by adhering to official brand and related guidelines.

- Work directly with Strategic Initiatives Department staff, as well as divisional directors, affiliate principal officers and executive boards, other department directors and related staff, and front office personnel to improve visibility on campaigns, issues, and priorities.
- Remain available to work under tight deadlines to create highly shareable video content across all digital platforms.
- Work with other department staff to ensure video content is distributed efficiently and responsibly to all stakeholders.
- Develop high-potential concepts for general and strategic promotional ad materials.
- Guide video productions through necessary internal approval processes prior to any public distribution.
- Work with relevant staff to analyze video and digital content performance and use data to ensure content is reaching as wide an audience as possible.
- Attend department and team meetings, as needed and assigned, to gather information and work collaboratively with staff.
- Works with photographers and video crews, both internal and external, to strategize shot lists, share and update brand assets as needed, and establish priority assignments to fulfill visual communications goals of the department.
- Performs all other duties and responsibilities as related to the position or assigned by the Director of the Strategic Initiatives Department, or designee.

#### **Education and Experience:**

- Bachelor's degree in video production or related field is strongly preferred.
- 2-5 years of professional video production experience is required.
- Relevant project management and team-building experience is preferred.
- 1-2 years supervisory experience is preferred
- Knowledge of the trade union environment is strongly preferred.
- Proficiency with up-to-date video production equipment and software is required.
- Demonstrated proficiency of Microsoft Office tools in a Mac and PC environment is required.
- Must have mental ability to manage several assignments at one time.
- Demonstrated emotional maturity to function in stressful situations.
- Must be able to demonstrate professional discretion in a fast-paced environment and maintain confidentiality when exposed to sensitive organizational matters.

#### **Personal Characteristics:**

- Understands the role of the position within organizational structure
- Ability to exercise tact and seek positive solutions to problems when interacting with peers, employees from other departments, affiliates, vendors, and other individuals and organizations.
- Proven leadership skills
- Pleasant and professional working manner.
- Verbal and written communication skills.
- Ability to pay close attention to detail.

- Commitment to the goals of the International Brotherhood of Teamsters.
- Ability to travel as need arises
- Ability to take direction while demonstrating personal initiative and proactivity to accomplish tasks.
- Flexibility and proven ability to manage a heavy workload with limited supervision.

Starting salary range is \$90,000 - \$110,000, dependent on experience, with a strong benefits package including FICA reimbursement, 100% employer-paid health and welfare plan, union pension, 401(k), FSA, and vacation and sick leave.

The Teamsters is an Equal Opportunity Employer, and strongly encourages women, people of color, LGBTQ individuals, and candidates with diverse backgrounds and life experiences to apply.

To apply, please submit a cover letter and resume to Snjezana Arthur at [sarthur@teamster.org](mailto:sarthur@teamster.org), Subject: "Creative Media Producer". No phone calls, please.