PRODUCTION MANAGER
2020-21

OUR MISSION:
Providing a safe, welcoming and inclusive space to traditionally underserved populations to come together as a community to provide children with a rich learning foundation.

OUR VALUES:
* High-touch approach to families * Community-building approach * Multicultural * Philosophy of Listening
* Parents and caregivers do not feel they are being judged* Continuous Learning

ONLINE LEARNING PROJECT DESCRIPTION:
As Lotus Bloom enters a second phase of supporting Oakland families during the COVID-19 global pandemic, we will continue remote family navigation and online learning programs complemented by enrollment-only 3 day/week neighborhood based in person playgroups and family support programs.

Online Learning is an extension of Lotus Bloom’s playgroup programs for families who are not enrolled with our in person program. The goal of Online Learning is to provide once a week circle time and activity video to families featuring enrichment themes such as dance, drumming, science, literacy, art and more.

POSITION PURPOSE:
The Production Manager at Lotus Bloom is to accomplish/achieve the following:

- Coordinate with team of Family Navigators to inform production of responsive online programming for families unable to attend Lotus Bloom in person playgroups
- Manage all aspects of the production of a series of a community driven, high quality online learning videos to connect families and community partners to the Mission, Vision and Values of Lotus Bloom
- Analyze community data for relevant themes and lead the process of creating responsive content that adheres to Lotus Bloom’s quality standards
- Represent the organization to a wide range of stakeholders including online community audiences, production volunteers, community partners and supporters
- Engage in building supportive relationships and cultivating resources for the organization
- Reports to the Director of Learning and Community Initiatives

CORE CHARACTERISTICS FOR EFFECTIVENESS:
Distinguishing characteristics that enable this role to be very effective are:

- Proven ability to manage projects from beginning to end according to outlined scope, budget, and timeline
- Excellent analytical skills and demonstrated innovative thinking (always asking, “How can we make this better?”)
- Strong communication and interpersonal skills and extremely resourceful; seeks creative solutions
- Ability to set, communicate and effectively meet project deadlines
• Attention to detail and working knowledge of Lotus Bloom’s quality standards
• Effective community organizer and relationship builder; demonstrated experience utilizing a strengths-based approach

RESPONSIBILITIES:
With the exception of video shoots at LBHQ, this position will be working remote and convening with teams via phone and video conference.

• Collaborate with Family Navigators to analyze relevant community trends to inform production goals
• Develop and maintain an Anecdotal Story Bank; keep track of impact measures
• Schedule and facilitate Pre-Production Meetings with Playgroup Teachers and Consultants to accomplish the following:
  ○ Plan curriculum utilizing [Lotus Bloom’s Curriculum Planning approach](#) and community data
  ○ Confirm Project Timeline, Script, Talent, Equipment Needs
• Draft proposal inclusive of a production timeline, script and set design, secured talent, production equipment list and budget etc. for review by the Director of Learning and Community Initiatives
• Coordinate film schedules with Playgroup Teachers and/or Enrichment Consultants
• Lead all day of production activities including:
  ○ Secure access to LB headquarters as the keyholder
  ○ Oversee space set up, tear down, and securing of the site with alarm code and locking doors at the end of the shoot
  ○ Set up environmental set, sound, lighting, video
  ○ Conduct filming
  ○ Capture b-roll (highly encouraged but not mandatory)
  ○ Ensure proper storage of video footage
  ○ Work with Director of Learning and Community Initiatives and Bookkeeper to coordinate stipends/consultant compensation for talent
• Adhere to health and safety guidelines for CORVID-19
  ○ Practice social distancing of minimum 6ft between individuals
  ○ When engaging with others or handling office materials wear a mask and use gloves
  ○ Wipe down and sanitize all used surfaces before and at the end of the day with special consideration of door handles, tabletops, alarm keypad, handled office and classroom equipment.
• Complete post production using Adobe Premiere (training required)
• Share final product back to Director of Learning and Community Initiatives for feedback and to confirm delivery strategy
• Develop and implement delivery of video series marketing materials on social media (Facebook, Instagram), website and Youtube channel
• Enter and Analyze data on all audience engagement including clicks, opens, views in Lotus Bloom’s Video Analysis Sheet to assess the success of the content and make recommendations for improvement
• Collaborate with the Development Manager in audience follow up. Support in closing loops of feedback with the audience including social media comments, likes, shares, survey completions etc.
QUALIFICATIONS:
- Family Support is at the core of our mission and vision. We are seeking an individual who understands or has a working knowledge of Family Support and is passionate about empowering children and families through strength-based practices.
- Excellent writing and public speaking skills
- Outstanding organizational and planning skills and experience seeing projects through the full life cycle
- Strong ability to work effectively with individuals and groups; demonstrated skills in conflict resolution and leadership
- Comfortability analyzing quantifiable data and stories to develop case statements
- Proficiency in Adobe Premiere or post-production software
- Proficiency in filmmaking; keen attention to detail

START DATE: August 10, 2020, 30-40 hours/week

COMPENSATION: Hourly Rate of $20 - $28/hour depending on experience.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.