

## Lotus Bloom

555 19th Street, Unit 131  
Oakland, CA 94612  
510-735-9222  
www.lotusbloomfamily.org



---

## 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

## Lotus Bloom

555 19th Street, Unit 131  
Oakland, CA 94612  
510-735-9222  
www.lotusbloomfamily.org



- 
- 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.

## Lotus Bloom

555 19th Street, Unit 131  
Oakland, CA 94612  
510-735-9222  
www.lotusbloomfamily.org



---

### 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.