



Multimedia Production Fellow

Position: One year, with the potential for extension to a two-year period. Grant funded.

Department: Marketing & Communications

Reports to: Director of Integrated Marketing

Supervises: N/A

Summary: The Cleveland Foundation is seeking a Media Production Fellow to support photography needs, video storytelling, and media production as part of our owned media content strategy.

Responsibilities and Expected Outcomes:

- Serve as an in-house videographer producing stories in various formats on the Cleveland Foundation and its staff, our supported programs and events, community partners, those served, and donors.
- Produce a range of visual content each week, from photos, designed imagery, and highly produced videos with interviews and b-roll to uncut smartphone footage and format for multiple channels, including web, social media, and special events.
- Create various video series, documentaries, and campaigns that amplify the TCF brand and the work being done by grantees that will help improve Cleveland's narrative.
- Accompany foundation staff to offsite meetings with non-profit partners, donors, and public officials, as well as special events, including speeches and press conferences, to capture imagery aligned with campaigns and other enterprise needs.
- Ability to interview sources with a variety of backgrounds and respect the dignity of others.
- Ability to translate complex issues into smart, stunning visuals and emotionally inspiring audio.
- Handle end-to-end production, including recording, music permissions, editing footage and sound, and creating graphics.
- Appreciation for news values and the ability to use narrative frameworks to tell compelling stories, increase online engagement, and motivate action.



- Work with visual content and social media staff at other organizations to ensure resource efficiencies and in-market effectiveness.
- Use expertise to support agency work commissioned to produce videos or TV commercials when needed.

Essential Qualifications, Credentials, and Technical Skills:

- A candidate will ideally have three (3) years of experience shooting and editing video or pursue a degree in cinematography, videography, broadcast journalism, or a related field.
- Technical know-how to deploy the full complement of video production hardware solo (lights, DSLR and HD cameras, sound equipment, a green screen, etc.) and utilize editing software (Adobe Premiere and Photoshop).
- Ability to design television graphics including bumps, mortises, bugs, and lower thirds.
- Advanced proficiency in social media apps, including Facebook, Twitter, Instagram, YouTube, and LinkedIn. Advanced proficiency in Adobe software, including InDesign, Photoshop, Premiere, and Acrobat Pro. Basic proficiency in web content management systems, including WordPress. Basic proficiency using a digital phone system. Basic proficiency in organizing files on a shared drive and via a cloud service like Dropbox.
- Ability to plan, organize, multi-task, and pay careful attention to detail to support multiple projects, clients, and deadlines in a fast-paced work environment.
- Availability to attend Cleveland Foundation events outside of regular business hours.
- Flexibility, creativity, and a positive attitude.
- Strong belief in team and client service, including experience collaborating and supporting a team and working effectively with people and communities from diverse backgrounds.
- Commitment to racial equity and inclusion in all areas of work.
- Excellent interpersonal and relationship-building skills. Bi-lingual preferred.
- Passion for philanthropic communications, nonprofit marketing, and making a positive impact on the lives of others. Familiarity with the Cleveland region and its nonprofit sector is a plus.
- Ability to maintain confidence when working with sensitive information.



- Demonstrated community involvement.
- Desire to continue learning and growing.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:

The ability to carry out our mission and to foster our commitment to diversity, equity and inclusion can best be pursued if our workforce, grantees, donors, partners, and governing body are inclusive of individuals of diverse backgrounds, beliefs, and perspectives.

We believe that diversity encompasses, but is not limited to, age, color, education, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental abilities or characteristics, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and/or other characteristics that make an individual unique. The Cleveland Foundation is committed to equal employment opportunities for all. The ability to carry out our mission and to foster our commitment to diversity, equity, and inclusion can best be pursued if our workforce, grantees, donors, partners, and governing body are inclusive of individuals of diverse backgrounds, beliefs, and perspectives.

PAY AND BENEFITS:

The Cleveland Foundation prioritizes pay equity and competitive pay rates for individuals across all positions. This position pays \$44,000.

The foundation offers an exceptional benefits package, including medical, dental, vision, identity theft, and life and disability coverage, a comprehensive wellness program, an employee assistance program, a fully vested 403(b) retirement plan, ten paid holidays, and, for non-exempt positions, 10 days of vacation and 12 sick days, prorated the first year of service based on the date of hire.

The Fellow could have access to relocation assistance and reimbursement (if eligible) and will be included in professional development opportunities as part of the Public Service Fellowship program.

Note: Our flexible workplace policy provides one day of remote work per week.

TO APPLY:

[Please submit your resume, cover letter, and portfolio as soon as possible by clicking this link.](#)

This posting will remain active until the position is filled. ***We regret that we cannot respond personally to each applicant.***