



TEAMWORKS MEDIA

Position: Media Production Assistant

TeamWorks Media is a Chicago-based media company that combines visual storytelling, marketing, and social media to drive emotional impact and engage communities. We're looking for a passionate and talented individual to join our team as a **Media Production Assistant**. In this position you'll be creating content, editing, media managing, collaborating with other creatives, flexing your organizational skills and so much more. We're especially interested in candidates who are passionate about sports storytelling and are excited about those who embrace new responsibilities and challenges, ask questions, and step up with their own ideas. Be ready to work hard and have fun!

Job Highlights

Media Management/Edit Assistance

- Manage ALL media files and formats:
 - Transcoding and ingesting all field, new card and other media to server
 - Tagging media with appropriate metadata
 - Completing spot checks on metadata of all card media
 - Archiving
 - Retrieving archival media
- Edit assistance:
 - A-rolling, building selects reels and b-roll sequences
 - Editing cutdowns and teaser clips
- Transcribe interviews
- Learn podcast prep, edit and publish techniques
- Learn to Technical Direct (TD) for webcasts, live and pre-recorded interviews and shows

Content Creation

- Take the lead on story research and information gathering
- Support strategy process through brainstorming, research and collaboration
- Assist with on-location/field production as needed

Social Media

- Assist Social Media Manager in community management and engagement across all social channels
- Understand emerging social trends that are relevant to our brand(s) and audience demographic
- Basic Graphic Design: Create GFX assets

Production Management

- Meet all deadlines and adhere to "process" requests by supervisor(s)
- Manage field drives: formatting, distributing and backing up field drives
- Coordinate with audio engineers and third-party transcription and translation services
- Post rough-cut digital files for client/internal review
- Create footage, music and photo reports



Key Skills

- Organized, attention to detail and logistics-oriented
- Effective-communicator; a willingness to receive feedback and apply to work
- Problem solving and critical thinking
- Adaptability and flexibility
- Ability to multitask

Nice to Haves

- Previous writing experience, including writing short form effectively
- Basic video/photography shooting skills (Sony A7S or comparable)
- Passion for sports, specifically MLB and College Basketball
- Bilingual – Spanish proficiency

Requirements

- 1-3 years of experience producing sports-related multi-media content
- Experience in Adobe Creative Suite
- Proficient in working in Microsoft Office and Google applications
- Ability to work nights and weekends

What Projects You Will Be a Part Of

- La Vida Baseball
- Coaches Plus Media
- TeamWorks Media Marketing & Business Development; New Business

LEARN MORE ABOUT WHO WE ARE AND WHAT WE DO BY CLICKING ON LINKS BELOW:

[TEAMWORKS MEDIA](#) || [LA VIDA BASEBALL](#) || [COACHES PLUS MEDIA](#)

Additional Details

- Remote/Hybrid Office
- Office Hours: Monday through Friday - 9AM-5:30PM CST
- Media Production Assistant reports to VP, Operations

To Apply: Email cover letter to lsalituro@teamworksmedia.com with subject line “MEDIA PRODUCTION ASST FOR TWM” and tell us why you are the perfect candidate. Cover letter should be directly in the body of the email.