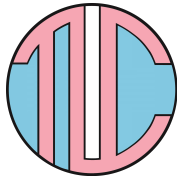


Video Lead Coordinator – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Hybrid: on-location or remote as needed

Role title:	<u>Video Lead Coordinator</u> . May be referred to as VLC.
Primary Division:	Project Out There (POT)
Division Notes:	Film Team
Reports to:	Current Executive Director (ED)
Duration:	Ongoing, indefinite
Great early experience for:	Video production manager, media project coordinator, content producer, or post-production supervisor



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the VLC role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the POT film team and its resources.

Film Production: Oversees the video making process from concept to setup to post-production. Under direction from leadership, help identify the resource and technical needs for various film projects, manage production assistants (PAs), and ensure timely operation of post-production editing to push content live on our video platforms.

PA Management: Work with PAs to determine best role assignment for filming needs, and coordinate on-set direction between projects. Factors to consider may include lighting, sound, clothing, set design, script, and filming assignment.

Interviewing: For stories containing an interview subject, may schedule meetings for requesting interviews.

Feedback Analysis: Reviews metrics such as view count, rating, comments/feedback and more to determine effect of TUC content for the purpose of improving the program.

Time Expectation: VLC should expect up to approximately 5-10 volunteer hours per week.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the POT film team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.