**4T’s Video Production Assistant**

**About Us:** 4T’s – Teaching Teens to Think is a New York City nonprofit helping inner-city youth from the 5 boroughs finish their education and make a career plan. Learn more at 4ts.org

**Responsibilities:**

Attend 4T’s events and take video while events are in progress

Edit videos for length, quality, and content

Distribute appropriate consent forms prior to filming

Upload finalized videos to 4T’s YouTube channel

Respond to any comments left on videos and delete comments that are spam or harmful

Share videos on your personal LinkedIn, Facebook, and Twitter accounts

Send videos to the Marketing Assistant for uploads onto 4T’s Facebook, LinkedIn, Pinterest, and Twitter accounts

**Skills:**

Must be available weekday afternoons from 2-6 pm on weekdays when events are taking place

Must have at least 6 months – 1 year previous experience in video production

Must have a strong track record for meeting deadlines

Must be able to work well independently and as part of a team

Must be local to NYC

**Application:**

Kindly send your resume and cover letter as PDF, .doc, or .docx attachments to Kayode Bentley, President at [jobs@4ts.org](mailto:jobs@4ts.org). The title of your email should be “4T’s Video Production Assistant – [where you saw job posting]”. Also include a clip of your most recent film project. Applications not following these directions will not be considered. Send any questions to Claudia at [cblackman@4ts.org](mailto:cblackman@4ts.org). Thank you for your interest!

Sincerely,

The 4T’s Team