



Position: Production Manager
Program: Marketing & Communications
Department: Marketing & Communications
Reports To: Director, Marketing & Communications
Salary: \$52,000/ Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 Days
Benefits: Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, and voluntary 403B Retirement Plan

JOB SUMMARY: The Production Manager plays an integral role in the Marketing & Communications team of the world's largest LGBT organization by managing production of video, photo, design, and communications content and projects that advance all Los Angeles LGBT Center (Center) digital and other public channels while promoting the organization's mission and its programs, services, events, campaigns, and activities. The ideal candidate is an exceptional and quick worker who also is creative, self-motivated, detail-oriented, personable, passionate about the Center's work, and familiar with issues and concerns related to the LGBT community.

ESSENTIAL FUNCTIONS

- 1) Manage team project requests across design and communications activities of the Center;
- 2) Manage video and photo production activities, files, and content for Center programs and services, including client stories, Development events, Health and Services productions;
- 3) Manage outside vendors and volunteers for photography and video assignments;
- 4) Maintain department's photography, design, and video files and archives;
- 5) Collaborate to develop skills across all team disciplines, including aspects of photography, videography and video production, administration, creative services, media relations, social media, and communications; Includes related procedures, software, hardware, and equipment;
- 6) Engage and participate with team in assigned roles during breaking news, special event, and crisis coverage;
- 7) Actively participate in team brainstorming, planning activities, and meetings;
- 8) Professionally represent the Center at internal and external community and stakeholder-related meetings, functions, events, and activities;
- 9) Identify and complete professional development opportunities and activities focused on skills and management progression;
- 10) Other duties as assigned.

JOB QUALIFICATIONS

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Minimum 2 years of related experience, ideally for a nonprofit organization;
- 4) Excellent project management skills;
- 5) Proficient use of Microsoft Office Suite; knowledge of Adobe Creative Suite, project management software, CMS systems, and social media platforms a plus;
- 6) Exceptional communication and interpersonal skills with a strong attention to detail;
- 7) Proven ability and experience working in a collaborative team environment with a strong customer-centric focus;
- 8) A creative and detail-oriented self-starter who can work quickly and independently in a fast-paced campaign environment, managing multiple projects, priorities, and deadlines;
- 9) Willing and able to work evenings and weekends, when necessary;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.