

## **Digital Event Producer**

**Job Code 50038712**

### **General Description**

Responsible for the conceptualization, coordination, and production of virtual and live events.

### **Examples of Duties**

Manage projects and virtual events from inception to completion.

Lead internal service teams, staff, and external vendors.

Oversee logistics, scheduling, staffing, timelines, and budget.

Utilize creative vision and practical production experience to deliver polished virtual events.

Maintain project documentation.

Oversee the entire video development process, asset acquisition, script writing, design, development, music selection, voice over recording.

Set and maintain project production schedules.

Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

**Knowledge of:** Innovations within the industry; production methods; studio lighting techniques and composition techniques.

**Skill in:** Communicating with others; demonstrating creative vision.

**Ability to:** Perform basic math; communicate orally; receive and give instructions; determine equipment needed for specific jobs; calculate processing times; coordinate events.

### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

### **Other Requirements**