
Senior Producer – NYC

Company Description

Education2020 helps school districts provide core and elective instruction in a virtual school setting for students in grades 6-12. Our courseware is aligned to state and national standards and has helped students recover and accrue credits for graduation and prepare for state, end-of-course, and key standardized tests since 1998.

With our web-based model, teacher-led video delivery, and proven instructional approach, e2020 offers some of the most engaging and individualized instruction of any virtual school solution available today. It combines best-practice pedagogy with next-gen technology that enables your school to customize content and settings while providing an opportunity for students to learn at their own pace and make meaningful academic gains.

Job Description

Education2020 is looking for a dedicated, hard-working, energetic person who can fill the role of Senior Producer on the Production team. The ideal candidate will be able to handle the following responsibilities and meet the qualifications listed below.

Responsibilities

Leads multidisciplinary teams of highly talented professionals in the development of online courses for the 6–12 market

Develops and refines project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources

Manages changes to the project scope, schedule, and costs using appropriate verification techniques in order to keep the project plan accurate, updated, and reflective of authorized project changes

Trains producers and editors on Education2020 development processes and practices

Measures project performance using appropriate tools and techniques in order to monitor the progress of the project, identify and quantify any variances, perform any required corrective actions, and communicate to all stakeholders

Documents high-level risks, assumptions, and constraints using historical data and expert judgment in order to understand project limitations

Implements approved actions and workarounds to mitigate project risk events in order to minimize the impact of the risks on the project

Assists with the evolution of project processes and workflow in support of the dynamic needs of e2020'2 business

Optimizes processes, tools, metrics, and human capital to enable effective and efficient delivery of e2020 projects

Coaches and mentors associate producers

Requirements

5–7 years of experience producing multi-media products in an educational environment

Familiarity with production processes

Knowledge and experience with software development, workflow management, and production processes

Strong familiarity with Microsoft Project software

Experience with photo research and editing

Familiarity with audio and video production practices

Superior written/oral communication skills; an ability to present his/her views in a clear and compelling manner

Excellent interpersonal skills; able to mix easily and well with peers, subordinates and senior management

Equal Opportunity Employer, M/F/V/D, and a member of E-Verify