



Employment Enterprises, Inc.

Parent Company of Checks and Balances, Inc. and Temporary Solutions, Inc.

Job Position: Content Production Coordinator
Location: Remote
Pay Rate: \$39.00-\$43.00 per hour (Contract)
Resume Send To: Colleen Chaplin – cchaplin@eeihr.com

***When submitting resumes, please indicate the name of the organization and individual that referred you to the position so that we can follow up with them. ***

Employment Enterprises, Inc. is currently working with one of the world's largest and fastest-growing hospitality enterprises. We are searching for a Content Production Coordinator who will help execute content captures globally, act as a critical liaison between our production team and our content creator agency partners. You will play a key role in the coordination of our agency partners, ensuring our partners receive consistent information regarding locations, guidelines, coordinating timelines and final deliverables across all the agencies.

Content Production Coordinator Responsibilities:

- Maintain understanding of project goals, scope, production plan and guidelines as outlined by the project workstream leaders.
- Act as key day to day liaison with the Hilton Creative and Production teams and our Agency partners leading our Property Level content capture work.
- Champion a standard approach in communicating with our agency partners, driving consistency in information to the agencies and ensuring they have what they need to perform the work.
- Assist production manager in liaising directly with our properties globally to ensure they are set up for success as we capture content at their hotel.
- Assist Production Manager to ensure all assets captured and delivered to Hilton are within our brand, production and legal guidelines and scope of the project.
- Coordinate with production agencies to receive all necessary documentation to include talent and property releases, expenses, content capture guidelines.
- Provide regular production progress reports to Production Manager.
- Assist in documenting and communicating best practices for content capture to our production agency partners.
- Assist in the delivery and coordinating of final file delivery with Hilton's Content Orchestration team to ensure they are properly archived and tagged in our digital asset management systems.


Content Production Coordinator Qualifications:

- 2-5 years of content production coordination experience.
- Have knowledge of video and photo content capture production.
- Have knowledge of post-production, file delivery, and asset management systems.
- Has experience with being a liaison between creative and production teams and agency partners.
- Must be organized and have strong communication skills.
- Hospitality/hotel industry experience is a plus.

What we offer:

- Remote Position
- 401(k) retirement plan
- Medical and dental benefits for qualifying professionals
- Flex spending account

Contact: Colleen Chaplin at cchaplin@eeihr.com

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- Credit Union Membership
 - Voluntary Supplemental Insurance

***“Our Equal Employment Opportunity Policy: Employment Enterprises, Inc. is an equal employment opportunity employer. We recruit, employ, assign, train, compensate and promote without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, U.S. Veteran status, or any other protected category under applicable law.*”**