

Posted 22 April 2024

# VIDEO PRODUCER

## Hong Kong

Phillips' Video and Multimedia Department produces leading content about 20th century and contemporary art, design, photography, jewels, and watches. We are seeking an inspired, innovative, and experienced short-form Video Producer for this key role to oversee high-level projects from start to finish to support our sales and editorial initiatives.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

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## Duties and Responsibilities

- Produce, shoot, and edit a high volume of short-form video and multimedia projects throughout a busy and fast-paced auction calendar
- Develop and pitch original project ideas
- Source outside talent for special projects
- Writing: briefs, scripts, storyline, descriptive copy and post-sale reports, occasionally some social media copy content
- Manage and delegate work to the third party producer and crews
- Source and oversee outside production partners as needed
- Source and maintain department gear
- Archive media projects, upload videos to CMS, track basic analytics
- Other departmental duties as needed

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## Professional Skills and Experience

- Experience producing short-form videos in a fast-paced, high-volume media production environment required; Minimum of 7 years experience preferred
  - Meaningful experience producing media related to Modern and Contemporary art and luxury concept
  - Advanced video and audio editing skills, both technical and creative
  - Proficiency with motion graphics/animation
  - Able to conduct audio and video editing independently
  - Expert knowledge of Adobe Creative Suite
  - Excellent English writing and communication skills
  - Basic Chinese language understanding is required
  - Very strong organizational and time management skills
  - Advanced cinematography skills, such as hand-held techniques and color correction skills is a plus
  - Auction house experience a plus
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## **Education and Training**

Bachelor degree in related field or commensurate experience, preferred

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## **Personal Attributes**

- Interest in the art world and visual culture
  - Inspired, creative, and driven to achieve excellence
  - Self-starting, a problem solver
  - Thrive in a high-pressure, fast-paced environment
  - Highly detail-oriented and exacting
  - Able to handle multiple projects and shifting priorities
  - Discrete with confidential information
  - Excellent communicator
  - Able to bring fresh ideas and inspiration
  - Strong interpersonal skills, comfort working with VIP talent, production crews, creative partners, and sensitive clientele
  - Able to receive and address feedback with positive attitude
  - Able to adapt to established departmental systems and project management workflows
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## **Working Conditions**

Work hours are 9am-6pm, Monday-Friday, with additional hours including weekends to meet business deadlines, as required

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To apply, please email a resume and cover letter to [careersasia@phillips.com](mailto:careersasia@phillips.com)