



LINE PRODUCER (MEDIA)

PADI, the world leader in Scuba Diver Training, has an immediate opening for a full-time LINE PRODUCER at our corporate headquarters in Rancho Santa Margarita. PADI offers its employees a competitive salary, excellent benefits, generous time off and a great working environment.

PADI is an Equal Opportunity Employer and has been voted one of the Top Workplaces in Orange County in 2008, 2009, 2010, 2011, 2012 and 2013.

ABOUT THE JOB

The Line Producer produces and coordinates media production with respect to budgeting, scheduling, talent selection, filming, editing, voice over and audio enhancements, booking travel, arranging permits and securing props (preproduction). They function in image production as part of primary or second unit and oversees the editing and post production of motion imaging. They will generally oversee company's image assets and image asset production under supervision of Manager, Creative Design and Development and the Vice President, Planning & Development.

DUTIES AND RESPONSIBILITIES

- Oversees all pre and post production workflows and related duties; tracks and informs supervisors of workflow statuses.
- Responsible for completing all media production projects on time and within budget
- Oversees the development of imaging products and product subcomponents.
- Assembles property list and coordinates, gathers, and catalogs properties for all media production
- Oversees the maintenance of company-owned photographic and video production equipment.
- Assists with property preparation and flow during production and maintains the department properties rooms; edit bay, sound room, and studios.
- Develops and maintains a network of contractors and resources for all media production needs including but not limited to talent, lighting, video, photography, and all other pre and post production needs.
- Acts as still photo shoot production assistant, on all surface and underwater projects.
- Acts as Second Unit Director for surface and underwater video shoots as needed.
- Acts as second/third editor of motion media Shoots surface and underwater video as needed.
- Assists with voice over and music selection, audio enhancement, scoring and recording.
- Oversees script coordination, production schedule, shot lists, and production with writers and subject matter experts as necessary. Assists director (motion) or photographer (stills) with tracking and completion of required imagery during production.
- Develops or assists development of story boards as needed.
- Performs or models on camera as needed.
- Functions as Dive Safety Officer (DSO) or assists the DSO as required on underwater productions.
- Assists in the selection and booking of talent and locations. Assembles, coordinates, and assures compliance and retention of all necessary documents for talent and travel of crew.
- Assist supervisor with managing the assigned budget for individual productions and for general imaging expenses and capital appropriations. Assists Vice President, Planning & Development with annual budgeting in these areas.
- Stays fluent and current regarding trends in imaging and image production.
- Assists and supports Manager, Creative Design and Development and Vice President, Planning & Development, in setting and maintaining a creative and innovative video/image

production team.

- Assists and supports other departments in imaging-related needs, including but not limited to tradeshow, marketing productions, internal and field events and routine needs.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- Degree from four year college in motion graphics, video production, communications or related field, *or* five+ years of verifiable experience in a substantially similar position.
- Experienced with and familiar with Final Cut X, After Effects, Photoshop/Bridge, Word and Excel.
- Experience with crewing and/or producing underwater motion and still imagery projects a plus.
- Cross platform (Mac & PC) proficiency .
- Familiarity with RED Epic Cinema Camera and Nikon photographic Cameras
- Excellent organizational abilities; able to prioritize work flow for self and others under employee's direction.
- Proficient at prioritizing multiple tasks simultaneously.
- Flexible and creative -- able to shift quickly adapt and revise plans and schedules to accommodate changes in company priorities or to handle challenges during productions.
- Willing and able to learn new video, editing, electronic presentation and other skills on an ongoing basis.
- Comfortable interacting with airline and customs officials, immigrations officers and others personnel involved in local and international travel.
- Sense of humor, and positive solution oriented attitude.

TRAVEL REQUIREMENTS

The employee must be willing and legally able to travel nationally and internationally. The employee is frequently required to travel for periods ranging from approximately a week to as long as two and a half weeks. Must have access to personal transportation for local productions, or for production-related errands.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit at a desk and/or computer for extended periods during the work day. The employee must have the visual ability for close vision and the ability to focus. The employee is also frequently required to stand and walk for extended periods.

- Ability to lift 50 pound objects (needed for productions equipment storage and transport).
- Must be able to board/disembark boats and other vessels that lack special assistance equipment (needed for production in locations, especially internationally, where such equipment is generally lacking).
- Must be comfortable on boats and at dive sites without air conditioning for extended periods (needed for most field production situations).
- Must be able to qualify medically to scuba dive (needed to meet scuba diving requirements).

This position is located at PADI's Rancho Santa Margarita location. Relocation is not available.

If you meet these requirements please e-mail your resume & salary requirements to jobs@padi.com, or fax your resume & salary requirements to 949-267-1263. To learn more about our company visit us at www.padi.com.