

JOB DESCRIPTIONS

JOB TITLE: Creative Producer (เจ้าหน้าที่สร้างสรรค์และควบคุมการผลิต)	
DEPARTMENT: Office of Public Communications	
JOB LEVEL: 12	JOB FAMILY: PR & Communication
JOB PURPOSE: To develop and direct the creation and implementation of organization public communication and knowledge management strategies in order to effectively promote the organization and its products.	
REPORTING LINES: Post holder report to: Director of the Executive Director Staff reporting to this post: None	
KEY RESPONSIBILITIES: <ul style="list-style-type: none">• Serve as content or script writer, videographer, and post-production editor for video production to serve TIJ's online channels, and ensure that produced works are high quality, timely and within budget.• Design and produce related graphic works to complement contents on TIJ's online channels.• Handle, set up, and operate video and audio equipment.• Photography of TIJ, ROLD and other related events with TIJ top management.• View & comment on multi-media works of suppliers as TIJ matter expert.• Gather and store "all multimedia materials" in "shared drives" for timely and easy access of people in need of the materials.• Manage and work across multiple projects to reach assigned deadline.• Manage paper works of activities related to your tasks• Manage Budget and logistics of all owned projects.• Other tasks as assigned.	
SKILLS AND COMPETENCE: <ul style="list-style-type: none">• Bachelor's degree or higher in Fine Arts, Industrial Design, ICT or related fields.• At least 5 years' experience or more in multi-media production, photography and video shooting skills.• Knowledge in storytelling and understanding the production and post-production process i.e. pre-production planning, storyboarding etc.• Capable of using the computer programmes (MacBook) as follows: <u>Photoshop, Illustrator, Premiere pro, After effect</u>, etc.• Able to catch up with a fast-paced and dynamic environment to intermediate the production processes.• Attention to details, able to work on schedule, and under pressing timeline.• Logical thinking, interpersonal skills and problem-solving skills confidently.• Good English proficiency with excellent in writing and communication skills	
Last Update: 28 August 2019	
Note: This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the responsibilities in accordance with the performance review process.	

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