



**Democratic  
Communications  
Office**

## **JOB OPENING**

### **Caucus Media Consultant (Photo/Video Production - Sacramento/Northern California)**

*Creative Media Services for The Assembly  
Democratic Caucus*

#### **JOB DESCRIPTION:**

The Democratic Office of Communications and Outreach (DCO) has an opening for a full-time Caucus Media Consultant focused on Photo/Video Production with the California Assembly Democratic Caucus. We are seeking a skilled and creative visual storyteller to support the Caucus' communications and digital efforts through high-quality photography and video. The ideal candidate will have strong technical photography skills, experience capturing and editing video footage, and the ability to bring a concept to life through compelling visual narratives that illustrate the value of legislation and the work of Assemblymembers for their constituents.

This position will be part of our media unit, will be primary on creating photographic content, and will work closely with communications teams to produce, coordinate, and deliver visual content, including photography and video, for cross-platform use across social media, websites, and other digital channels.

This position will be filled in the consultant series based on experience:

- Associate Consultant: \$3,932 - \$10,011 per month.
- Senior Consultant: \$6,231 - \$14,450 per month.
  - Final level of classification and salary will be determined based on qualifications and relevant professional experience at the time of hire.
  - Significant legislative experience required to reach the higher end of the range.

Outstanding benefits package including, but not limited to, medical, dental, vision, pension and 401k. Salary DOE. Send resume, cover letter, video demo reel and link to a digital portfolio to Mahalia LeClerc at [mahalia.leclerc@asm.ca.gov](mailto:mahalia.leclerc@asm.ca.gov)

#### **ESSENTIAL DUTIES:**

- Provide photography and video services to Assembly Democratic offices in Sacramento and Northern California
- Capture high-quality photographs of Assembly floor activity, speeches, press conferences, committee hearings and meetings as well as at district events such as town halls, community events, and other official functions.
- Edit and process photos efficiently to meet deadlines while maintaining visual and brand standards

- Ensure consistency, technical quality, and accuracy of all photographic deliverables
- Capture high-quality photographs and video footage at district events such as press conferences, town halls, community events, and other official functions
- Shoot and edit short- and long-form video content for digital and social media use
- Produce timely, engaging visual content tailored for social media, websites, and other digital platforms
- Edit and process photos and video efficiently to meet deadlines while maintaining visual consistency and brand standards
- Ensure technical quality, accuracy, and consistency of all visual deliverables
- Manage multiple assignments and projects simultaneously while meeting tight deadlines
- Coordinate with communications staff to identify storytelling opportunities and visual needs
- Assist with basic A/V technical support as needed, including microphones, lighting, PA systems, podiums, and projector/screen setups for public and internal events
- Manage multiple assignments and projects simultaneously while meeting tight deadlines
- Coordinate with communications staff to identify storytelling opportunities and visual needs
- Work schedule may include evenings and/or weekends to provide event coverage or complete projects
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- This position will require regular travel

### **QUALIFICATIONS AND REQUIREMENTS:**

- Minimum of 3-5 years of photo and video production
- Bachelor's degree in a related field from an accredited university is preferred or a combination of education and experience
- Expert in operating professional cameras, sound recording equipment, lighting and non-linear editing systems
- Proficient with Adobe Creative Cloud applications such as Adobe Premiere, Lightroom and Photoshop
- Knowledge of both studio and field production equipment
- Experience with A/V equipment setup and troubleshooting
- Experience with creating video in multiple formats for a variety of social media channels
- A link to a video demo reel and digital portfolio that highlights your photo and video editing skills is required. (After Effects or motion graphics work is a plus)
- Ability to collaborate with a team and work independently
- Experience with advertising/promotional videos is a plus

- Bilingual literacy is a plus
- Must have a valid driver's license
- Ability to lift 50lbs
- Ability to travel on occasion throughout Northern California and statewide in the course of the role.