

## **MRI Online Assistant Producer**

### **About MRI Online**

MRI Online is on a mission to improve medical education globally by empowering the very best physicians to share their knowledge with the world. MRI Online offers an online, highly interactive educational platform for continuing education credits to thousands of doctors in over 70 countries.

We are a quickly growing, well-funded startup. Our passion for technology, innovation and educational excellence is what drives our success. Self-starters who love solving hard problems and a fast-paced, collaborative work environment will thrive here.

### **About this role**

The assistant producer is detail-oriented, self-starter and that has a strong ability to think creatively and strategically. They will act as sole producer for the popular daily live Noon Conference Series. They will assume all responsibility for the associated tasks - communicating with faculty (doctors), scheduling, on-boarding, coordination, live event production, support, follow-up, and assist with recruiting. Organization and reliability are key - this person is a first line representative for the MRI Online brand.

A long term goal for this hire is to groom them for higher level MRI Online productions such as Case Review Live and Imaging Mastery Series. The assistant producer will also manage the case requirements for all content production. They will make case list requests from upcoming presenters and ensure cases are organized and ready for production in time for recording. This individual may also assist with getting content to the word press site.

### **Responsibilities**

- Support producers by covering broadcast/recording overflow
- Produce daily live Noon Conferences - pre-production through post-production
  - From scheduling/test → post production follow-up
  - Train physicians on best video/webinar practices and produce live and pre-recorded event content
  - Spearhead comprehensive tests and live streaming on the platform
- Cover any production coverage gaps/overlaps such as Dr. Pomeranz's lectures and Remote fellowship broadcasts.
- Own scheduling for the content department, with a focus on production scheduling
  - Paperwork - contracts, faculty disclosures, W-9, Remote fellowship needs
  - Account setup for faculty members
- Wordpress support, course loading and updating

### **Requirements**

- Bachelor's degree - preferably in media, production, communications or a related field
- Preference for minimum of 1 year of work experience
- Highly organized
- Extremely adept in learning new technical skills; experience in online content publishing a plus (e.g. website, social media, apps)
- Basic understanding of video, digital media production
- Strong oral and written communication skills