**Rocky Mountain Student Media Job Opening:**

**Student Video Productions, Client Relations Manager**

**(rev. April 2022)**

**Overview**

Rocky Mountain Student Media Corporation is seeking applications for a Student Video Productions (“ SVP’) Client Relations Managerfor the 2022-2023 school year. If available, some summer hours are preferable, though the position is primarily for the school year.

The SVP Client Relations Manager is paid $13 an hour for 8 hours per week. Bonuses are also available for sourcing new SVP clients and contracts.

The SVP Director hires and supervises the Client Relations Manager. The Client Relations Manager also acts as the liaison to the Rocky Mountain Student Media Advertising Department as needed.

**Job Description:**

* Maintain and monitor client relationships and expectations throughout the duration of the video sales and production process
* Actively peruse/secure potential clients and projects for SVP
* After consultation with the SVP Director, Client, and Advertising Representative (if applicable), draft contracts for new projects
* Negotiate changes to existing contracts
* Help develop “story boards” for video projects
* Critique and coordinate other input on video drafts
* Track status of proposals, billing, and revenue using Monday.com
* Communicate with SVP team and RMSMC professional staff regarding client interactions
* Assist in development and upkeep of marketing materials, rate cards, sales presentations, Dropbox storage, SVP website and YouTube page
* Promote SVP via media channels as directed by SVP Director
* (if applicable) help the SVP crew with video production, including filming and editing duties.

**Application Process**

For consideration, email a cover letter and resume to [SVP@collegian.com](mailto:SVP@collegian.com).

Until a suitable applicant is hired, the position will remain open.

Strong preference is given to applicants that have qualified for need or non-need based work-study award for the 2022-23 school year.

All SVP student staff must be enrolled with at least one credit at Colorado State University.