

VIDEOGRAPHER

GENERAL STATEMENT:

The Videographer will capture, edit and produce video and audio content of live and recorded campus events, Cardinal sports and student activities for distribution on the Trinity Valley Community College website and other external digital platforms.

REPORTS TO:

Director Media Support Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

A Bachelor's degree with an emphasis in video production or video journalism preferred. Or an associate degree plus at least three years related experience.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Candidate should have a minimum of three years of experience in video production and/or video journalism in a commercial or educational environment.

OTHER:

- Must have excellent oral and written communications skills.
- Must possess strong organizational skills, ability to work well under pressure.
- Must have a team player mentality.
- Must have skill in visualizing and shooting concepts to operate a video camera to capture TVCC events.
- Should have the ability to write, edit and produce without compromising accuracy or credibility.
- Should have the ability to make priority decisions under deadline.
- Should have experience editing content on a desktop editing system.
- Should have experience in photography and videography in a professional environment.
- Should have experience with Adobe Premier, Adobe After Effects, Adobe Encore, Adobe Photoshop, Newtek Tricaster Studio and green screen virtual environments.

DUTIES AND RESPONSIBILITIES:

- Work closely with management to seek out, plan video coverage and record important campus events, sporting events, student activities, and performances.
- Research and develop story/program concepts for various areas of public interest. Plan and coordinate broadcast coverage of activities at Trinity Valley Community College, coordinating with athletics and other organizations within TVCC.
- Serve as videographer for live shots or live-to-disk shots. Produce and edit video content for both external media and use at TVCC, including research stories, campus B-roll, interviews, speakers and major events.
- Videotape program material for production using video camera equipment; make technical and creative decisions regarding such elements as appropriate lighting, shooting angle, placement and type of microphone audio needs, locations, use of movement and interviews; serve as creative liaison to technical production staff.
- Edit and assemble final visual/audio program material; ensure consistency and relevancy to production; monitor technical quality of end product; determine adequate staffing needed for production; coordinate work activities of production crew during recording.
- Edit raw video clips into clear, concise communication while maintaining TVCC branding as defined by management.

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- Deliver content to Cardinal Video Channel and Cardinal Sports Network and/or other platforms as needed.
- Test all equipment to determine technical quality of recording, audio and lighting apparatus prior to operation in the field.
- Oversee the security, operation and maintenance of equipment utilized in shooting and editing.
- Assist in Media team campus support duties when needed.
- Continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge.
- Contribute to team effort by accomplishing related results as needed.
- Other duties as assigned by the Vice President of Information Technology.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Ability to carry video equipment to the scene of covered events.
- May require travel to and from various TVCC campuses or college events.
- Will often be required to work after normal business hours to cover various news-worthy events.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 5/29/2012

Revised: 4/6/15

JD516