



Position Title: Part-Time Video Production Specialist

Job Code: 8336

Reports To: Director, Media Services

Grade: W5

FLSA: Non-Exempt

Job Description:

The Part-Time Video Production Specialist creates multimedia products through planning, storyboarding, shooting, editing, and animating of relevant footage. This individual also provides graphic design and still photography elements to the production of multimedia products for the campus.

Duties & Responsibilities:

- Collaborates with client and other members of production team to create concept and vision of multimedia product
- Assists with the writing of scripts, organization and logistics of video shoots including scheduling, lighting and audio techniques
- Edits video and creates animations using After Effects or equivalent compositing software
- Serves as photographer for campus events
- Produces graphic design elements
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year work experience or one (1) year of education in the area of video production or film or equivalent combination of both education and work experience
- Must be proficient using professional video cameras and nonlinear video editing systems such as Adobe Premiere and Final Cut Pro
- Knowledge and demonstrated ability using Adobe Photoshop
- Artistic ability must be clearly demonstrated in the presentation of demo tape
- Must have excellent interpersonal skills as well as written and oral communication skills
- Must be able to work up to twenty (20) hours per week
- Ability to work a flexible schedule upon request

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name