

# VIDEOGRAPHER/EDITOR

FLSA Status: Exempt (salaried)  
Reports To: Director of Video Services  
Revision Date: January 2023

## Position Overview

Participate in pre-production, production, and post-production videography and editing. Skilled camera operation, video editing, audio editing, color correcting, and music to produce high-quality, creative and engaging videos for our clients and our organization.

## Essential Functions

- Shoot and edit audio/video content for client projects, internal company videos, and external promotional social videos
- Work independently, as well as part of a team to create project deliverables
- Collaborate closely with clients and staff to help facilitate the creation of multimedia content
- Shoot and edit video projects, including capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, adding music/voice-over/sfx, media management and archiving project media
- Performs other duties, as assigned
- Manage archival footage and digital assets

## Education

- Associates Degree in Marketing, Communications, Journalism, or equivalent field experience
- 3-5 years video production experience

## Required Skills & Abilities

- 3-5 years Adobe Premiere experience required. Additional experience in Photoshop, Audition, After Effects, and DaVinci Resolve is a plus.
- In-depth knowledge of interview lighting, cinema camera operation, cinematography techniques, audio capture
- Experience using Sony FX-3
- Experience working in an agency setting or internal video team preferred
- Provide a portfolio of recent shooting and editing work
- Demonstrated track record of high achievement; set and achieve personal and business goals
- Ability to work autonomously at video shoots, and provide clear creative direction to clients
- Naturally curious, charismatic, and passionate attitude; “Glass half full” demeanor
- Highly self-driven sense of motivation
- Fanatical attention to detail, and ability to identify issues with audio and video recording and troubleshoot in real time.
- Demonstrated effective time management skills

- Valid driver's license, current auto insurance, and reliable transportation

## **Physical Requirements**

The physical demands described here are representative of those needed to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This role includes both sedentary office/desk work, as well as regular physical exertion. The employee may be occasionally exposed to hot/cold climates, including offsite indoor and outdoor settings.

The noise level within the organization's work environment is usually quiet to moderate.