Position Title: Videographer I

Hourly Rate: $7.25

Department: Communications & Marketing

Supervisor: Caroline Robinson

Work Location: As Assigned

Account Number: 01-64645-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  
☐ Yes  ☑ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 4 hours per day, 10 hours per week.

The student will work ☑ Monday thru Friday ☑ Saturday ☑ Sunday ☑ any day of the week.

Hours are available during the following times of the day: varies .

Department/Position Overview

The Communications and Marketing Office is charged with overseeing the college's web presence, events, media relations activities, brand, marketing outreach and communication activities targeting the campus community and surrounding region; students, employees and friends of the college; potential students; and alumni.

The Videographer I student worker will contribute to the Communications and Marketing Department by producing videos that can be used for marketing and internal use. The candidate should already have some knowledge of digital cameras, computers, and video editing equipment. This position is the entry level spot for student videographers in the department. Students coming in can learn more about the video production process and the technical aspects of what makes a good video.

This position is a part of the Collective. The Collective aims to create a collaborative environment where students are able to complete both assigned and self-designed projects with a greater degree of creativity and agency. In short, it is an effort to help students make the most of their work-study by allowing them to develop their technical and professional skill sets, produce tangible work, which they can claim as their own, learn and discover new areas of interest, and enjoy themselves while contributing to the goals of the organization.

More Detailed Information Available

http://www.beloit.edu/communicationsandmarketing/collective

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Maintain the confidentiality of departmental/employee/student information

☒ Work efficiently and accurately without immediate supervision
Work on projects as assigned by the Videographer/Special Event Producer and work as a back-up videographer when the Videographer II student is not available for on-site shoots.

May work as an assistant to the Videographer/Special Event Producer or Videographer II student on shoots.

Will work independently on video projects as assigned by the Videographer/Special Event Producer.

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing.
- Detail-oriented with strong organizational skills.
- Familiarity with specific computer software, listed here: **Adobe Suite Software:** Premiere, Photoshop, Illustrator, After Effects, and Audition (the depth of knowledge may vary as this is an entry level position).
- Familiarity with specific equipment, listed here: DSLR Cameras and audio recording equipment (the depth of knowledge may vary as this is an entry level position).
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- A fast learner that can pick up how to use current and new equipment/software.