Position Title: Videographer II

Department: Communications & Marketing

Supervisor: Caroline Robinson

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

Hourly Rate: $7.75

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 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 II 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 in-depth knowledge of digital cameras, computers, audio recording equipment and video editing software. This position is the advanced position for student videographers in the department. Students coming into the position should have strong skills and knowledge of the video production process and the technical aspects of what makes a good video. They will work as the primary student videographer for the department and is expected to carry out duties with less supervision from staff.

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 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*
- Familiarity with specific equipment, listed here: *DSLR Cameras and audio recording equipment*
- 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