



Trinity Valley Community College

Job Description

Videographer

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

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

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate's degree

PREFERRED:

A Bachelor's degree with an emphasis in video production or video journalism

EXPERIENCE REQUIRED:

Three (3) years of experience in video production and/or video journalism in a commercial or educational environment. Should have experience with Adobe Premier, Adobe After Effects, Adobe Encore, Adobe Photoshop, Newtek Tricaster Studio and green screen virtual environments.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and or/ Customer Services Skills
- Public Speaking/Presenting
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Operational Systems and procedures
- Advertising/Marketing practices
- Operational Systems and Procedures
- Compliance Law

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Work closely with management to seek out, plan video coverage and record important campus events, sporting events, student activities, and performances.

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



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- 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.
- Capture 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.
- Deliver content to TVCC YouTube 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 Director of Media Support Services.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Calculator
- Multi-line phone system
- Ramps
- Radio Communication Equipment
- Cellular Phone
- Ladder
- Small Hand Tools
- Power Tools
- Torque Wrench
- Drills
- Drill Press
- Professional Video and SLR Cameras
- Newtek Tricaster
- Aerial Photography Device
- Gimbal Came Mini 3
- Fax machine

PHYSICAL DEMANDS:

- Requires: Stooping, Talking, Hearing, Seeing, Repetitive Motions, Sedentary, Computer Work
- Subject to: Climbing, Balancing, Kneeling, Crouching, Finger dexterity, Grasping, Light Work, Medium to Heavy Work
- May need: Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Feeling
- Occasionally need to: Very Heavy Work

MENTAL DEMANDS:

- Extreme Temperatures: Less than 25% of the time
- Inadequate Lighting: 25-50% of the time
- Intense Noise: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress: 25-50% of the time
- Frequent interruptions: 25-50% of the time

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OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1516
DBM:	B	Travel Required:	25-50% of the time
IPDEDS/SOC CODE:	27-4031	Employment Status:	Full-Time
Salary Range:	165	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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