



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Videographer
LOCATION:	Knight Campus, Warwick
REPORTS TO:	Director of Marketing, Communications and Publications
GRADE:	PSA 12
WORK SCHEDULE:	35 hours per week, Monday – Friday, 8 a.m. to 4 p.m.
SUPERVISES:	May exercise supervision over classified, non-classified, part time and student employees.

JOB SUMMARY: Oversees video production services across all campuses. Produces and provides promotional, educational and event-based videos to internal and external audiences, and manages the process for quality and efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conceives of and develops creative solutions for addressing college initiatives and strategic goals through audiovisual assets.
- Generates ideas for college video projects for the Department of Marketing and Communications.
- Executes shoots on site/on location including audio, camera operation and talent directions. Additionally handles assignments requiring special lighting, multiple locations, creativity, special audio needs, custom graphics and animation.
- Scouts shoot locations and assesses possible obstacles in filming and provides solutions or alternatives.
- Conducts interviews with students, staff, faculty, alumni, college partners and others and ensures that valuable sound bites are captured.
- Plans and performs video post-production tasks, including reviewing footage, making editorial decisions, logging, rough cuts, audio adjustment, color correction, adding photographs, motion pictures, motion graphics, animation, audio and music, and final editing using Final Cut Pro, Avid or Adobe Premiere software; utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts; compresses/encodes video projects for output; makes video products available in a variety of formats; observes brand standards, ensures consistency and relevancy to production; monitors technical quality of end product; and coordinates internal and external duplication services as required.

Knight Campus

- Determines content and format of productions, operates editing equipment and implements a variety of positive and negative feedback from various sources as necessary.
- Produces educational, instructional or event-based videos as requested by the college community including defining objectives, shooting in studio and remote locations, conversion of existing video formats for video editing.
- Creates material used for, but not limited to shooting videos, and conducting field interviews; edit material for television broadcast, social media, web applications or schedule guests as needed.
- Direct multi camera Marketing and Communications studio productions; supervise cameras, sound, character generator, teleprompter and floor director positions in the course of a Marketing and Communications production.
- Stays informed about the current state of and future advances in video production technology and video distribution.
- Recommends new video support systems and hardware and software technologies based on analysis of college needs.
- Participates in projects to integrate new video technologies and testing new hardware and software.

ADDITIONAL DUTIES:

- Uploads videos to the Web and CCRI Media Library.
- Maintains the college video gallery, YouTube channel and Vimeo channel.
- Oversees the production of closed captions for Marketing and Communications video productions.
- Maintains the college video productions archive.
- Schedules studio production time for Marketing and Communications projects.
- Schedules off-campus video shoots.
- Operates camera for live video feed to crowd overflow at CCRI events as needed.
- Maintains all equipment in proper working order.
- Attends staff meetings.
- Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

- Must be proficient with computers and other peripheral devices, digital video cameras, microphones, and video editing hardware and software.
- Must possess a strong working knowledge of Avid, Final Cut Pro, Photoshop and Premier.
- Proficiency using software appropriate to a marketing and communications office; including, but not limited to, Microsoft Office; telephone; copy and fax machine.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.
- Must be able to push, lift, carry and/or use the above equipment.
- May be required to work outdoors and from aircraft in the course of a video production.

- Close visual work required.

QUALIFICATIONS:

- Bachelor's degree and minimum of four (4) years of relevant experience or, any combination of education and experience that is substantially equivalent to it.
- Demonstrated experience in the areas of videotape production, as well as a thorough knowledge of audio, video and multimedia hardware and software required.
- Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities.
- Experience supervising staff and providing support in higher education is preferred.
- Excellent communication skills required.
- Excellent analytical and organizational skills required.
- Strong interpersonal skills and ability to work effectively and collegially with faculty, administrators, students and colleagues required.
- Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team required.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.