

# Videographer

## *Student Affairs Communications and Marketing*

### General Info

The team of student employees at Student Affairs Communications and Marketing complete creative projects to promote the programs, services and departments of JMU Student Affairs. As a Videographer you will serve our clients by creating videos that will influence and impact the wider JMU community.

### Duties and Responsibilities

- Conceptualize, plan and create compelling stories and messages through video.
- Work collaboratively with clients on projects.
- Catalog, index and manage audio visual content.
- Curate our YouTube and Vimeo accounts and maintain all video equipment used by the department.
- Record and edit audio for use in radio ads in and around The Union.
- Collaborate with other SACM teams as needed.
- Attend and participate in weekly meetings.
- Document up-to-date project progress and client communication via our project management platform.
- Hold a professional and friendly demeanor when interacting with Student Affairs clients both electronically and in person.
- Other tasks may be assigned depending on availability of projects.

### Qualifications

- Ability to shoot and edit visually interesting videos while adhering to an established style, with an understanding of composition, light, color and tone
- Experience with the filmmaking process, from preproduction through postproduction
- Technical knowledge of photography/videography—how to make lighting work to your advantage, how to use different lenses, film speed and exposure, posing, filters, exposure settings etc.
- Knowledge of film-specific equipment and techniques, such as film cameras on dollies, hand-held cameras, Steadicam, green/blue screen etc., to include both set-up and operation
- Proficiency with Premiere Pro, After Effects, Audition and other Adobe Creative Suite software
- Knowledge of the Mac platform and basic Mac software
- Proficiency with color correction and animation
- Ability to work well independently and collaboratively
- Strong problem-solving skills and adaptability to handle production adjustments on-site as needed, including being able to make quick decisions about which angle, technique, or equipment works best for a particular scene
- Ability to make appropriate judgements about make-up and wardrobe for clients, adjusting or altering minimal wrinkles, out-of-place clothing etc. in the process of a shoot
- Ability to give and receive critique
- Ability to communicate well and provide full transparency with clients
- Preference given to candidates with an appreciation for art who are studying SMAD (particularly Digital Video and Cinema or Interactive Design), Art, Graphic Design, Performing Arts, or Music Industry.
- Additional experience in either photography, graphic design, web programming or writing will be considered but is not necessary.
- *As this is a skilled position, you will be required to submit a portfolio and demonstrate adequate knowledge of video production and postproduction skills.*