Job Description

Job Title: Videographer
Department: Content
Reports to: Managing Director of Production
Classification: Union: Regular Full-time
FLSA Status: Hourly/Non-exempt
Work Location: Winooski, Vermont
Out of State Remote Option: No
Cellular Phone Eligible: No
Prepared Date: June 2022

Summary
This position plays an integral role in all Vermont Public video productions including live broadcasts, taped programs, promotions, and digital content. They must be the right balance of artist and technician. A skilled camera operator with an eye for composition, lighting, and camera techniques but also an adept gear manager driven by organization and function. Management and producers will rely on the Videographer to help set the team up for success during pre-production but also for guidance and inspiration from behind the camera while filming. In addition, the videographer must be able to assist content projects in other ways including audio capture, editing, and general production assistance as assigned. Involves nights and weekends as needed and occasional travel in and out of state.

Essential Duties & Responsibilities

- Technical competency operating television and video production equipment i.e. cameras, lenses, monitors, lighting fixtures, grip equipment, microphones, and audio recorders.
- Highly skilled with a wide variety of video camera systems such as Sony, Canon, Panasonic, and ENG cameras.
- Experience with various media formats and an understanding of digital acquisition, file conversion, and digital/broadcast file delivery.
- Experience editing on NLE software. Preference for a candidate with experience using the Adobe Creative Cloud Suite, especially Premiere Pro.
- Exceptional attention to detail and ability to track and follow-through on multiple projects simultaneously.
• Works with management, producers, and directors on a variety of productions to deliver high-level videography for assigned projects.
• Preps, packs, and unpacks gear before and after remote productions. Assists with studio set-ups and teardowns.
• Organizes physical gear storage, keeps equipment ready for use, and facilitates gear repair and replacement as needed.
• Meticulous handling of digital media and footage to ensure successful file transfers onto company servers.
• Handles overflow editing projects as needed.
• Keeps current on new technology in the industry.

Excellence in this Organization
• A high level of commitment and dedication to the mission of the organization and public media.
• Ability to cultivate and develop inclusive and equitable working relationships with co-workers and audience, supporting and enhancing a culture of belonging.
• Preserving confidentiality appropriately.
• Serving as an excellent ambassador for the organization, both formally and informally. Helping listeners, potential listeners, donors, and potential donors connect with the organization.
• Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR/Vermont PBS listeners and donors. Managing conflict constructively.
• Demonstrating a commitment to the continuous improvement of the organization’s ability to fulfill its mission and vision.
• Demonstrating and encouraging creativity and enthusiasm for this work.
• Expressing consistent, high-performance expectations for themselves, their department, the leadership, and the organization itself.
• Developing a broad understanding of the organization’s departments, programs, and services to assist donors, collaborate effectively with peers, ensure respectful communication and teamwork among departments.

Supervisory Responsibilities: none
Position Requirements

Education and Experience

A minimum of 3 years total of professional or educational experience in TV and/or video production is required. A degree in Television Production, Communications, Creative Media, or related field is preferred but not required.

Working Conditions

Work performed is generally split between a climate-controlled office, studio environment, and field-based work. Field work will be outside and dependent on current weather conditions. No known environmental hazards are encountered in the normal performance of job duties. Noise level in office is moderate and includes sounds of normal office equipment (computers, telephones, etc.). A valid driver’s license is required for necessary travel to sites within VT.

Physical Demands

There is potential for eyestrain from reading detailed materials and computer screens. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Must be able to lift up to 50 pounds. Studio work will include the use of large equipment such as ladders, mobile work platforms, and lighting equipment. Sitting or standing for extended periods of time may be required during filming. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note: This is not an all-encompassing statement of this position’s responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.

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