



Job Title: Videographer

Department/ Office: University Relations

Reports to: Assistant Vice President for University Relations

Job Summary

The videographer works within the Office of University Relations and is a key member of the overall storytelling and marketing of the institution through the creation of consistent and high quality videos that may be presented in a variety of mediums including social media and on the university website. This is a non-classified, essential, FLSA non-exempt, full-time, benefits eligible position. The West Virginia State University Research and Development Corporation employs this position.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Working with the University Relations team this position will execute video projects from concept to completion, ensuring high-quality and visually appealing deliverables based on the scope of the project and within a given timeframe.
- Create mood boards, storyboards, and other tools to visualize video direction and message.
- Provide creative input during brainstorming sessions and contribute to the overall success of West Virginia State University.
- Stay up-to-date with industry trends, techniques, and best practices to bring fresh and innovative ideas to the team.

Specific Duties and Responsibilities:

We are looking for a skilled videographer to join our team. The ideal candidate will have experience in capturing high-quality video content, possess strong editing skills, and be able to tell a compelling visual story. The videographer will work closely with the University Relations team to produce compelling videos that attract the attention of audiences, sparks a desire to learn more, builds interest in key constituencies, convinces them to respond with action, and creates continuously impactful experiences. Performs other job related duties as assigned.

Required and Desired Skills and Traits

- Capture high-quality video content for various projects
- Plan and set up video shoots, including lighting and audio equipment
- Edit raw footage into polished, engaging videos
- Collaborate with the University Relations team to develop video concepts
- Manage video archives and organize footage

- Ensure all video content aligns with university brand guidelines
- Stay updated with industry trends and best practices
- Operate and maintain video equipment
- Conduct interviews and capture b-roll footage as needed

Supervisory Responsibilities

This position has no supervisory responsibilities.

Competencies

- Proficient in video editing software such as Adobe Premiere Pro or Final Cut Pro as well as proficiency in Adobe Photoshop
- Strong understanding of camera operation, lighting and audio equipment
- Creative mindset with an eye for detail
- Excellent communication and collaboration skills
- Ability to work under tight deadlines and manage multiple projects

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Position Type and Expected Hours of Work

Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. However, due to the nature of the job performed, flexible hours, including evenings, weekends and occasional overnights, may be required.

Travel

Some travel may be expected for this position, including various program sites, conferences, and meetings.

Required Education and Experience: A bachelor's degree in film, media, or a related field if preferred.

Additional Eligibility Qualifications

Must possess a West Virginia driver's license in good standing.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Authorization/Security Clearance

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

Closing Date: This position will remain open until filled. However, first consideration will be given to applicants who reply by Friday, Oct. 15, 2024.

To Apply

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to rdemployment@wvstateu.edu. Qualified candidates may submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

Hard copy applications may be sent to:

ATTN: Search Committee for Videographer
West Virginia State University Research and Development Corporation
PO Box 1000, 201 Byers Admin. Bldg.
Institute, WV 25112

AAP/EEO Statement

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational program, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey at (304) 766-3083.

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

Women, minorities, people with disabilities and veterans are encouraged to apply.