

# Videography Coordinator

## Communications and Creative Services



<b>Job Description</b>	<p>Use their creativity, technical and editing abilities to provide photography needs for CCS, Union departments, student organizations and other Student Affairs and University clients. They must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.</p>
<b>Specific Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with general office duties to ensure CCS maintains a high level of efficiency and functionality</li> <li>• Capture and edit photography for a variety of purposes including, but not limited to events, headshots and Carolina student life</li> <li>• Capture and edit videography for promotional marketing purposes for the Carolina Union and possibly client requests</li> <li>• Carefully follow assigned photography and videography shot lists</li> <li>• Use project management software to-do lists and calendars to complete assigned file organization and editing requirements</li> <li>• Take direction from full-time CCS staff while also coming up with creative photography and videography solutions</li> <li>• Maintain the utmost level of professionalism when working with clients and conducting photo and video shoots</li> <li>• Use non-assigned project time for professional development by updating general shots library, b-roll videography, studying tutorials, reading photography articles, researching inspiration, etc.</li> <li>• Other duties as assigned</li> </ul>
<b>Requirements &amp; Qualifications</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Combination of formal training and work experience required</li> <li>• Proficiency in Adobe Lightroom and Adobe Premiere on a MAC or PC is required.</li> <li>• Experience with Adobe After Effects preferred, but not required</li> <li>• Knowledge of manual video settings on DSLR such as FPS, shutter speed, and external audio equipment</li> <li>• Demonstrated ability to follow directions and complete required photography, videography and editing requests</li> <li>• Demonstrated ability to meet deadlines in a fast-paced environment</li> <li>• Demonstrated ability to take direction and constructive feedback from managers and clients with a positive attitude</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of Basecamp</li> <li>• Experience with Adobe After Effects</li> <li>• Expected to have photoshoot availability outside of assigned work schedule</li> </ul>
<b>Learning Goals &amp; Competency Development</b>	<p><b>As a result of employment in this position, students will:</b></p> <ul style="list-style-type: none"> <li>• Be exposed to continue professional development</li> <li>• Enhance creative problem-solving skills through day-to-day projects and responsibilities</li> <li>• Connect transferrable skills gained through this role to professional career goals</li> </ul>
<b>JobX LEARNING OUTCOMES</b> <i>(FWS Positions Only)</i>	<p>Professionalism &amp; Work Ethic; Collaboration &amp; Leadership; Creativity &amp; Problem Solving</p>

<b>Available Openings</b>	3
<b>Hours</b>	Monday – Saturday 3:00pm – 8:00pm (10 – 15 hours per week)
<b>Hourly Rate</b>	\$9.50
<b>Time Frame</b>	Academic Year 2019-2020
<b>Contact Name</b>	Beth Morris; Keith Hines; Keven Lewis
<b>Contact Email</b>	<a href="mailto:Bmorris5@email.unc.edu">Bmorris5@email.unc.edu</a> ; <a href="mailto:kbhines@email.unc.edu">kbhines@email.unc.edu</a> ; <a href="mailto:keven@email.unc.edu">keven@email.unc.edu</a>
<b>Work Location</b>	Carolina Union Marketing and Creative Services, Suite 1506
<b>Phone</b>	919-962-4377; 919-843-3194; 919-843-4806