

Videography Assistant

Communications & Creative Services, Carolina Union

JOB DESCRIPTION:

Videography Assistants in Communications & Creative Services (CCS) 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.

Grade 3, Step 1 or 2 based on experience. (8-10 in-office hours and approximately 3-5 out-of-office hours per week)

RESPONSIBILITIES	<ul style="list-style-type: none"> • Capture and edit photography for a variety of purposes including, but not limited to events, headshots and Carolina student life • Capture and edit videography for promotional marketing purposes for the Carolina Union and possibly client requests • Carefully follow assigned photography and videography shot lists • Use project management software to-do lists and calendars to complete assigned file organization and editing requirements • Take direction from full-time CCS staff while also coming up with creative photography and videography solutions • Maintain the utmost level of professionalism when working with clients and conducting photo and video shoots • Use non-assigned project time for professional development by updating general shots library, b-roll videography, studying tutorials, reading photography articles, researching inspiration, etc. • Other duties as assigned
INTENDED LEARNING OUTCOMES	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend basic portfolio expectations related to videography • Gain experience providing videography services for a variety of clients and subject matter, as well as for online promotional and social media content • Enhance creative problem-solving skills through day-to-day projects and responsibilities • Connect transferrable skills gained through this role to professional career goals
REQUIREMENTS	<ul style="list-style-type: none"> • Proficiency in Adobe Lightroom and Adobe Premiere on a MAC or PC is required. • Experience with Adobe After Effects preferred, but not required • Knowledge of manual video settings on DSLR such as FPS, shutter speed, and external audio equipment • Ability to follow directions and complete required photography, videography and editing requests • Ability to meet deadlines in a fast-paced environment • Ability to take direction and constructive feedback from managers and clients with a positive attitude • Expected to have photoshoot availability outside of assigned work schedule • Working knowledge of Basecamp is preferred, but not required • Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds
CEIA COMPETENCIES	<ul style="list-style-type: none"> • Communication • Critical Thinking • Creativity