

The Southern Baptist Theological Seminary

Position Description

Position Title: Videographer (full-time)

Department: Communications

Position Code: E0430

Date Prepared: 8/28/12

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Videographer will oversee all video productions for Southern Seminary.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Oversee all video productions for the seminary
- Conceptualize, plan, produce, and publish several videos per year for Southern Seminary including promotional videos for conferences, admissions videos, video greetings and other projects s needed by the President’s office, and production of online education classes
- Confers with clients to determine program needs, identify production options, assist with script development and determine overall program content
- Write, either individually or as a member of a team, and edit scripts for video and audio productions
- Serve as “producer” in the production of video and audio programs conducting research, developing scripts, scheduling production activity, coordinating set production, props and costume acquisition, and assuring an overall production schedule is maintained
- Act as technical director to schedule shoots, set up and operate cameras, lighting equipment, teleprompter, wireless microphones and other audio equipment, and monitor and adjust equipment during recording/taping sessions
- Edit raw video, select music, design digital video effects and create graphics
- Distribute videos on YouTube, Vimeo, etc.

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position will need a significant amount of past experience in video production. This position does not require specific technical training if the individual possesses the ability to produce quality and creative videos in a timely fashion.

EXPERIENCE:

The person in this position will need a significant amount of past experience in video production. This individual must possess the ability to produce quality and creative videos in a timely fashion.

SUPERVISION:

The person in this position will supervise video technicians and the post-production team involved with video work.

The person in this position will report to the Associate VP of Hospitality Services and will be accountable for production quality to the VP of Communications.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment and at times, off campus for specific video projects.

EQUIPMENT:

The person in this position will use the following equipment: video equipment and post-production equipment.