

TITLE: <u>Videographer/Editor</u>	SALARY SCHEDULE: <u>B</u>	ISSUED: CLASS CODE: <u>PE317</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>9</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Conceptualize, video tape, and edit Wayne State University events for internal and external clients.

ESSENTIAL JOB FUNCTIONS

- Provide video content for Web, events and social media outlets. Record event and edit video for review by Director of Media Content. Create titles and DVD menus, edit and mix audio and correct color to provide a finished product that meets customer expectations.
- Scout and evaluate locations for upcoming events. Set up and test video and audio equipment, determine shot selection and tape major university events.
- Meet with internal and external clients to clarify project objectives. Develop project plan, define deliverables and make necessary modifications to meet client expectations.
- Maintain equipment room. Record inventory and perform routine equipment maintenance.
- Perform related duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification is designed to produce videotaped presentations for University Television. Work activities require specialized technical skills utilizing video or television equipment. The incumbent must have knowledge of video and audio programming of events, music, the arts, etc. Work activities are specific in objective and content, but require the incumbent to search for solutions and new applications. This classification is typically found in University Television and reports to and receives work direction from a management level employee.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major coursework in mass communication, television or closely related field or equivalent combination of education and/or experience.
- Reasonable experience videotaping live events.
- Reasonable knowledge and understanding of audio and video production procedures.
- Reasonable experience utilizing production equipment including cameras, lights, audio gear.
- Reasonable experience utilizing appropriate computer editing or graphics software, e.g. Final Cut Pro Studio, Adobe Creative Suite.
- Good organizational skills.
- Some knowledge of audio production and video lighting techniques.
- Reasonable experience storyboarding.
- Ability to work with people at all levels of the University.