JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Videographer I

Job Code: 10071

Salary Grade: 19

FLSA Status: Exempt

Job Family: Communications & Marketing

Job Subfamily: Creative Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Shoots, edits, and produces video content for assigned institutional projects. Plans and executes video production cycles, maintains studio equipment, and trains staff with some independence.

Job Responsibilities

1. Shoots and edits video footage for assigned projects.
2. Plans video production schedules in coordination with participants.
3. Produces finished video content for digital platforms and instructional use.
4. Sets up and breaks down recording equipment before and after production.
5. Maintains studio equipment and tracks inventory.
6. Trains faculty and staff on video production techniques and equipment use.
7. Applies non-linear editing tools to assemble and refine video assets.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 3 years

Required Certifications or Licenses:

- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire.)

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Possesses solid working knowledge of professional principles, practices, standards, and applicable requirements.
- Communication & Collaboration: Builds productive internal/external relationships to resolve mutual problems via collaboration.
- Problem Solving: Diagnoses cause of problems and proposes potential solutions.
- Autonomy: Follows standard principles and guidelines with some latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.
- This position has been designated as safety-sensitive.

Printed Date: 11/17/2026