JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Videographer

Job Code: 6246

Salary Grade: S07

FLSA Status: Exempt

Job Family: Organizational Administration

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.

Job Responsibilities

Responsible for shooting, developing, and editing video in the creation of high-impact video content.

- Conceptualizes and plans video shoots, to include meeting with University or team members.
- Records video concepts and edits video footage.
- Creates content for digital platforms, in venue, and internal use.
- Sets up and breaks down recording equipment before and after use.
- Provides training to others in non-linear editing techniques, marketing, and the use of video equipment.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree in Videography or related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

Experience:

Required: 36 months experience as a videographer and editor.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles and to commute to location and transport equipment or ability to obtain within 30 days of hire date

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

Knowledge, Skills, and Abilities

- Extensive knowledge of camera equipment
- Proficient in lighting and audio techniques
- Solid editing skills using e.g., Adobe Premiere or Final Cut or similar software
- Highly organized and ability to handle multiple projects and meet deadlines
- Ability to produce reports and complete work within deadlines
- Ability to work with Adobe Creative Suite, Avid software, or similar software

Working Conditions

Physical:
Ability to engage in repetitive motions. Ability to move and lift heavy objects for prolonged periods, including broadcast camera equipment. Manual dexterity.

Environmental:
Requires ability to travel and work on location. Works weekends and evenings as needed.

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