INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character

Job Title: Videographer/Video Editor **Exemption Status/Test:** Non-Exempt

Reports to: Ex. Director of Communications **Date Revised:** 01/2022

Dept./School: Media

Position Summary

This position is in charge of working with the Marketing and Creative Content that promotes the positive impact ILTexas is making in education. These include but are not limited to; Audio, Photo/Video, Web based, Live Stream, CGI, Animation and Video on Demand elements and complete productions for internal and external audiences. The ideal candidate will be responsible for and competent in all phases of pre-production, Production, Post-production including Prep, Script Break Down, Budgeting, Scheduling, Shooting, Editing, Sweetening, and delivery of projects. They will have the ability to control a project from concept to completion**.**

Qualification Profile:

- Bachelor's degree in relevant field study
- 1-2 years of experience in video/film production

Essential Duties and Responsibilities

- Understanding of Audio/Video technologies, including: devices, editing systems, computers, storage
- Audio/Video production for interview, live action, multiple camera shooting and package production including B-roll.
- Strong candidates have a basic knowledge of Photoshop, Lightroom, Aftereffects, CGI, Animation, OR a strong drive and commitment to learn
- An understanding of Chroma and Luma Key process requested or a strong drive and commitment to learn
- With a team, performs all phases of video production by generating story boards, breakdowns, budgets and scripts.
- Basic Understanding in DSLR and Pro-sumer camera video production (ownership of gear NOT necessary)
- Basic understanding of Field Audio recording with an understanding of microphone application and best practice.
- Basic understanding of still photo & video lighting techniques.

- Raw assembly, sync audio and edit video footage in order to form a logical and smooth story, including transitions, tempo, urgency and resolution
- Create multiple assembly, rough and final cuts of projects
- A general understanding of File Naming conventions, and the ability to conform to them
- Incorporate music, dialogues, graphics, and effects into projects
- Collaborate with multiple departments and/or campuses (customers) on video productions
- Conversion, formats and frame rates of multiple types of video files a plus
- Deliver, link, upload videos to different servers and video platforms
- Export files in multiple formats

Equipment: The understanding of location, portable, and studio Audio/Video/Photo Production Gear a plus. This position may require the ability to use SMART boards and iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with IL Texas guidelines for equipment use.

Travel: In-charter travel is required.

Physical and Mental Demands:

- Must be able to walk long distances
- Respond rapidly in emergency situations
- Stand for long periods of time, bend, twist, balance, stoop, climb steps, reach overhead, lift, push, pull up to 20 pounds or more with assistance
- Work five days a week, up to seven hours or more per day, or as assigned
- Understand the intensity of a deadline and live Video Production demands

Knowledge, Skills, and Abilities:

- Must have solid experience with digital technology and editing software (Complete Adobe Bundle a plus including Premiere, Encoder, Photoshop, After Effects, Audition)
- Proven work experience with audio and video editing
- 1-2 years of experience in video/film production and Bachelor's degree in relevant field study
- Ability to creatively solve technical issues with editing equipment
- Ability to handle multiple projects per week
- Organized and ability to adhere to systems
- Thorough knowledge of timing, motivation, continuity, etc.
- Ability to work independently and with a team
- Good time management and prioritizing skills

- High level of self-motivation, commitment, and dedication
- Ability to share vessel of work if available or execute a short 1-3-minute sample of work as part of the interview process (if personal gear not available, it will be provided)

Interrelations:

- Contact with personnel within the charter, with customers and vendors
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues including amicable solutions
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of IL Texas and is appropriate for their position
- Some situations will require pre-determined attire conforming to a "team" type appearance (i.e. black pants, White button-down shirt for specific productions)

Department Specifics:

Ideal candidates will become part of an intricate team where collaboration is key and the ability to accept, as well as offer, creative criticism without a personal agenda or intent is vital to its success. The team will work to continue cultivating a brand focused on education. The tri lingual mission with a focus on servant leadership is key and involved in every decision executed. The Marketing and Creative department is a self-motivating body that supports the entire charter in achieving the goals and aspirations of our students strengthening their mind, body and character.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____