



Job Description

Job Title:	Videographer	Grade:	I
Department:	WTVI	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Responsible for shooting and editing material suitable for airing on WVTI television that describes the role and value of the College (CPCC) and WTVI to internal and external audiences.

Characteristic Duties and Responsibilities:

1. Creates material used for WTVI Television programming, including but not limited to shooting videos, and conducting field interviews.
2. Provides production support in all areas of television studio and field production.
3. Edits material for television or news production.
4. Serves as grip for field production as needed.
5. Operates studio and field cameras.
6. Maintains equipment and reports problems to ensure quality products are produced.
7. Works with Assistant Director, Production to develop goals and objectives which connect to the stations' and College's strategic plans.
8. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director, Production.

Direction Given: No responsibility for the supervision of others, project direction or program administration.

Minimum Requirements:

Associate Degree from a regionally accredited institution in Communications or related field with 3 years of experience in news or television field production. Specialized in at least two of the following skills: Sets and lighting, Clarity and Abacus character generators, teleprompter, or floor manager.



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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of television or news production, both field and studio production
Adept at lighting and composition of production
Ability to think and respond quickly and on demand
Computer and communication skills
Ability to work within a strict deadlines
Ability to multi-task and work in collaborative and creative environment
Strong editing skills of AVID System or similar linear editing equipment

Working Conditions:

Light physical effort involving stooping, bending and lifting of equipment to and from locations (30 – 50 lbs.)
Standing for long periods of time. Handle lighting equipment such as cables, connectors, different sizes of light stands, different sizes of lighting instruments from 150W to 2000W, video cameras and support equipment.
Occasional evening & weekend duties.