

Job Title:	Videographer/Editor	Date Posted:	August 1, 2019
Department/Group:	Department/Group	Contact:	Mark Hoffer
Location:	Evans City/Prospect, PA	Travel Required:	Local Travel
Level/Salary Range:	Hourly	Position Type:	Part time to full time as work load increases

Applications Accepted By:

EMAIL:

mhoffer@hvproductions.net
Subject Line: Videographer/Editor Application

MAIL:

Mark Hoffer
Hoffer's Video Productions
PO Box 81
Renfrew, PA 16033

Job Description

Creative, detail-oriented videographer and editor to shoot and edit accurate and compelling content including Live Events, PR, Marketing and Corporate Videos. Also work with analog media to convert to digital formats for preservation. This position is part time to start and will develop into full time as work load increases.

ROLES AND RESPONSIBILITIES

- Concept, storyboard, direct, shoot and edit using in-house equipment; assist with script development; capture new footage and apply effects; assemble/edit materials including graphics, photography, dialogue, existing footage, and sound effects. Deliver high quality video content for a variety of marketing projects as directed
- Handle administrative responsibilities associated with projects including organization of file information, video assets and audio and video archive
- In-depth knowledge of Adobe applications (Premiere, Media Encoder, After Effects, Photoshop, Illustrator)
- In-depth knowledge of video production gear (DSLR cameras, broadcast cameras, lights, audio)
- On location lighting and camera experience
- Comprehensive understanding of video development and production, and streamlining process for maximum efficiency
- Prepare for field shoots and anticipate challenges that may arise
- Deliver assigned projects on time, on budget, and with excellence
- Willingness and ability to work flexible hours
- Participate in planning meetings as required for new projects, and provide regular updates on project progress
- Generate fresh, new and innovative content within company brand standards to support all distribution channels, social media and marketing initiatives

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- BA Degree in related field or equivalent work experience
- Must have a mixture of practical and creative skills
- Must maintain a high level of attention to detail
- Outstanding ability to think creatively, strategically, and identify and resolve problems
- Able to work and communicate within a team structure while able to work independently with minimal supervision
- Professional demeanor; comfortable presenting to and interacting directly with clients
- High level of computer literacy
- Valid driver's license

PREFERRED SKILLS

- Social Media marketing

ADDITIONAL NOTES

- Ability to travel locally and work night/weekend events

PHYSICAL DEMANDS

- Ability to withstand moderate physical activity (standing, walking, bending, stooping over, reaching, etc.)
- Ability to lift and carry up to 50 lbs on occasion (camera equipment, products, and other items)
- Ability to maintain attention and concentration for extended periods of time