**JOB  DESCRIPTION**

**Title**: Video Production Coordinator

**Purpose:**  To produce RASM video and photography projects and other related duties as assigned. To execute all stages of video production: pre-production, production (principal photography), and post-production. The videographer will work in-house with the Communications and Marketing Department to produce, record, and edit all video-related content for the Association, while managing the process for quality and efficiency.

**Reports To**: Communications and Marketing Director

**Responsibilities**

* Works with Communications and Marketing Department and Committees to develop creative solutions for addressing Association strategic goals through audiovisual assets.
* Creates material used for, but not limited to member testimonials, promotional content for events, news reports, social media, recording of live events, etc.
* Executes and directs video shoots (in studio or on location) including audio, camera operation, teleprompter, and talent directions.
* Handles assignments requiring special lighting, multiple locations, creativity, special audio needs, custom graphics, and animation.
* Plans and performs video post-production tasks, including reviewing footage, making editorial decisions, logging, rough cuts, audio adjustment, color correction, adding photographs, motion pictures and graphics, animation, audio and music, and final editing; utilizes graphics and special effects for post-production in accordance with the overall production concepts; encodes video projects for output; makes video products available in a variety of formats; observes brand standards
* Assist IT Director with maintenance of video and photography equipment and cameras; determine and recommend software and equipment as neede

**Additional Duties**

* Develop and maintain Video/Photography Production Schedule
* Select and reserve shoot locations
* Manage staging, props and set preparation for each shoot
* Make videos available in a variety of formats; upload and publish final projects
* Maintains the Association video gallery and YouTube channel
* Maintain production equipment needed
* Assist with photography as needed

**Education and Experience**

* Bachelor’s degree preferred in Videography, Communications, Film, or related field.
* Combination of education and training that demonstrates competence in the ability to perform the duties and responsibilities of the Videographer as described
* Minimum of two-years professional experience in a video producing/editing environment demonstrating competence in all areas of video production

**Competencies**

* Professional video production procedures, practices, techniques, and terminology
* Production equipment operation including video cameras and recorders, audio recording and mixing equipment, video switching, graphics manipulation, lighting, and post-production equipment
* Proficiency using industry standard software
* Skilled in Photoshop, and Graphic Design programs

**Abilities**

* Maintain professionalism when working with members and staff
* Direct members with congeniality during a shoot
* Maintain an organized work environment
* Work well in a creative and collaborative culture
* Work independently in post-production
* Make good creative decisions regarding graphic design elements
* Manage video projects effectively and efficiently
* Write and speak clearly, concisely, and effectively
* Manage multiple projects concurrently
* Prolonged periods sitting at a desk, working on a computer
* Must be able to lift equipment up to 50 pounds at a time