VIDEOGRAPHER
UVC-TV19
Job Description

Description
Work closely with Production Coordinator and UVC staff to provide video coverage and editing of events and/or promotional videos for campus RSOs and other departments. The videographer also assists UVC members with technical advice on production and editing. This position requires the ability to work independently as well as with a team. Must be able to work with a diverse population.

DUTIES
- Cover weekly SGA senate meetings. Must be available Monday evenings.
- Work with Production Coordinator to crew shoots for Union Video Center production Team and other University productions as requested.
- Complete appropriate paperwork for productions to be recorded, including release forms, equipment sign outs etc.
- Complete postproduction on programs to ensure finished shows are put in UVC Library
- Ensure timely completion of all programs sponsored by UMass groups that have requested DVD copies
- Meets weekly with the Production Coordinator, UVC Advisor and technician as appropriate throughout the semester to plan out week’s production and pre-production needs.
- Attendance at all mandatory UVC meetings and events

Other Duties
Provide technical and administrative support to UVC members: reserve equipment and studio time; check equipment in and out; answer questions and provide assistance to members; other duties as assigned.

SKILLS
Required
- Camera and editing skills
- Highly organized
- Ability to work with people, patience, and good communication skills
- Professional representation
- Troubleshooting skills

Preferred
Experience in Public Access television or similar
- Multicam or studio production experience
- Technical and troubleshooting skills
- Previous editing experience (Final Cut Pro X)

SUPERVISION
Works independently under the general supervision of the Advisor and Station Manager. Communicates regularly with Production Coordinator.

**HOURS**
Vary according to the schedule of productions Must have Monday night 5 p.m. - 6:30 p.m. open for mandatory staff meetings. Nights and occasional weekends. **10 hours per week. Worksudy or non-workstudy**