



Videographer/Editor

Position Description and Performance Expectations

Effective Date: October 2016
Classification: Full-Time Hourly
Responsible to: Production Director

The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures, which may be used in evaluating performance. Job duties and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.

General Description

The employee in the position of Videographer/Editor should be a creative, self-starting person, responsible for the overall quality and success of specified production projects and for ensuring conformity to the station's mission, strategic objectives and quality standards. The incumbent works collaboratively with other employees, independent contractors, interns, volunteers and public stakeholders to achieve station goals and to leverage content across multiple media platforms.

Essential Functions

- Utilize field and studio cameras, audio and lighting equipment, video switchers and other available resources to capture and/or create high quality and engaging local content including multi-camera productions, documentaries, promotions, PSA's and other material for broadcast and web platforms;
- Plan and perform post-production tasks, including reviewing footage, making editorial decisions, tape logging, rough cuts, audio sweetening, color grading, and non-linear editing using Final Cut Pro and/or Adobe Premiere software suites;
- Utilize post production tools such as Photoshop, BorisFX, After Effects, Motion, and similar to achieve production goals;
- Transport, set up, and strike production equipment, stages, and props as required;
- Perform basic troubleshooting and maintenance of production equipment;
- Participate in implementation of archiving assets to a video library;
- Prepare externally-provided content for air;
- Assist in increasing station revenue through production services;
- Various other duties as assigned.

Accountabilities

- Demonstrate competency in video production including single and multi-camera operations (live and pre-recorded), lighting, audio, and post production editing.
- Manage time and resources according to each production's requirements and to meet specified deadlines.
- Understand viewer needs, interests, and motivations.
- Cooperative, professional and diplomatic attitude with staff, partners, supporters, volunteers, vendors, and the public.
- Assist in the execution of station brand strategy.
- Prepare necessary reports and/or maintains log of production activities;
- Demonstrate commitment to continuous improvement and professional skill development.
- Consistent, reliable attendance and punctuality.
- Ability to travel and work a flexible schedule, including occasional long hours.
- Participate in station events after normal business hours, when requested.

Qualifications, Capabilities and Competencies

- AA degree or equivalent training plus three years of relevant experience.
- Multi-camera directing experience desired.
- Ability to prioritize effectively across multiple projects.
- Creative with ability to work at a fast pace, calmly and effectively under deadline pressure.
- Enthusiasm for developing and creating compelling video stories.
- Up-to-date expertise in production techniques and technologies.
- Knowledge of FCC, CPB, PBS regulatory requirements a plus.
- Knowledge of relevant safety regulations and procedures.
- Strong interpersonal communication and customer service skills.
- Knowledge of post-production software such as Final Cut, After Effects, and similar applications.
- Must have valid California Driver's License in good standing.
- Must be sighted and have good hearing.
- Must be able to repeatedly reach, bend, and stoop; occasionally climb and work at heights up to 25 feet; frequently carry up to 25 pounds; and occasionally lift up to 50 pounds, among other physical activities.

Other:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of working requirements. Individuals may perform duties as assigned, including work in other functional areas to cover absences, as relief, to equalize peak work periods or otherwise balance the workload.

Direct application materials to:
Vicki Lund, Accounting Manager
ValleyPBS 1544 Van Ness Ave. Fresno, CA 93721
e-mail: vlund@valleypbs.org
No phone calls please.