

I. OVERVIEW

- a. To provide excellence in audio/visual film services by bringing sight and sound together to tell a cohesive, creative story for the Meade Agency and its clients.
- b. To provide a functional, efficient, and modern film production timeline for clients of the Meade Agency.
- c. To provide a top-notch business experience for all customers of the Meade Agency.

II. REPORTING RELATIONSHIPS

- a. Reports to: CEO
- b. Directs: None

III. STATUS

Full time; 40 hours per week. Regular work hours are Monday through Friday from 8:30 a.m. until 5:00 p.m. with a 30-minute, unpaid lunch break. Moderate overtime and occasional Saturday/Sunday work is required, and the employee will be given as much advanced notice for the shifts in schedule as possible. Due to the nature of our clients' schedules, we occasionally require early morning arrivals to set up for filming. Some overnight travel is required. If evening or weekend work is scheduled,

Monday-Friday hours will be shifted. Must possess a valid South Carolina driver's license.

IV. EDUCATION

BS degree in film studies, cinematography, communications, or related field preferred but not required.

V. WORK EXPERIENCE

5 to 10 years of proven professional work experience as a videographer and video editor required. Must be an expert in knowledge and use of Adobe Premiere Pro, Adobe After Effects, Adobe Lightroom, Adobe Photoshop, Adobe Media Encoder, and Adobe Audition. Experience with Canon cinematic camera equipment preferred.

VI. RESPONSIBILITIES AND AUTHORITIES

- a. Videographer works as part of the production team that creates video products
- b. Consults with stakeholders throughout pre-production to post-production process
- c. Reviews shooting scripts and/or client's directions to create a shot list and production plan
- d. Uses video equipment, audio mixing equipment, lighting gear, microphones, and editing systems
- e. Transports gear, sets up audio equipment and operates various production equipment including cameras, audio and video recorders,

- lighting equipment, and props on location
- f. Collects b-roll footage and interviews
- g. Edits recorded footage into a finished project that matches the director's vision and is suitable for broadcasting
- h. Inputs music, dialogues, graphics, lower thirds, and effects
- i. Creates rough and final cuts
- j. Continuously discovers and implements new editing technologies and the industry's best practices to maximize efficiency
- k. Displays professional knowledge and expertise of film editing best practices
- l. Continues to enhance the Agency's production process to create efficiency and excellence across campuses
- m. Collaborates with all agency team members to create and execute a cohesive vision for all projects
- n. Maintains top level of professionalism and team-oriented work ethic
- o. All other duties as assigned

IV. EXTERNAL RELATIONSHIPS

- a. Clients – Communicates with clients to set goals, gather information, strategize, and execute projects and plans
- b. Subcontractors – Occasionally works with subcontractors to produce and create audio and video content
- c. News media and other public information outlets – Occasionally responds to inquiries for footage either directly or via instruction from CEO

d. General public – Provide timely and accurate information to promote the Meade Agency, its clients, and the goals of the organizations