

The Southern Baptist Theological Seminary

Position Description

Position Title: Videographer

Department: Communications

Position Code: E0445

Date Prepared: 4/7/11

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Videographer will shoot and edit video productions for Southern Seminary.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Produce video productions for the seminary
- Plan, film, produce and publish several videos per month for Southern Seminary
- Take initiative in establishing Southern Communications as a leader in social media through video presence online

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position will need a significant amount of past experience in video production. This position does not require specific technical training if the individual possesses the ability to produce quality and creative videos in a timely fashion.

EXPERIENCE:

The person in this position will need a significant amount of past experience in video production. This individual must possess the ability to produce quality and creative videos in a timely fashion.

SUPERVISION:

The person in this position will supervise video technicians and the post-production team involved with video work.

The person in this position will report to the Director of Video Production.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment and at times, off campus for specific video projects.

EQUIPMENT:

The person in this position will use the following equipment: video equipment and post-production equipment.