

Videographer JOB DESCRIPTION

Position Summary:

Talented student videographers are sought to record events and programs to be used in wide variety of marketing communications. Events and programs might include (but are not limited to) Illinites, Courtyard Café performances, Welcome Week, lectures, receptions, awards ceremonies, and more. Videographers will be expected to capture the energy and experience of these event and the participants through video, and turn around these clips within a very short amount of time. Videographers will have the opportunity to build their own portfolio of work through this employment opportunity. The Illini Union Marketing team is excited to be expanding and growing into multiple communications channels, and we need student assistance.

Essential Job Duties and Responsibilities:

- Responsible for the delivery of a wide range of videos from multiple events and programs.
- Covering all aspects of each assigned event, to ensure the experience of the event is captured through video clips.
- Processing and editing videos as needed for final use.
- Upload videos to shared server/file location where marketing staff have access to videos. Frequency of uploads to be determined on case-by-case basis.
- Meet regularly with marketing staff to review upcoming events, required videos, assignments and communications strategies where videos will be used.
- Assist marketing staff with social media plan and execution of resulting plan.

Organizational and Working Relationship:

Student videographers will report to the marketing director and work closely with all marketing staff.

Student videographers do not supervise any other employees.

Student videographers will come in contact with diverse student groups, general public, tenants, all staff of the Illini Union and other departments on campus.

Required qualifications:

- Must be enrolled student at the University of Illinois. Visit <http://www.ofsa.illinois.edu/aid/employment/> for a full explanation of eligibility requirements for student employment at University of Illinois at Urbana-Champaign
- Video recording and editing ability

- Experience with video editing software such as iMovie, Final Cut, Camtasia).
- Social media experience
- Must have polished interpersonal skills and ability to communicate with high-ranking campus administrators
- Ability to work independently with little supervision
- Availability in evenings and on weekends

Preferred qualifications:

- Own camera equipment recommended
- Previous experience in marketing, advertising, eBusiness, mass communication, public relations, or other related field.

Other Information

Student videographers will be receive regular performance appraisals. You will be expected to participate in the Illini Union Student Employment orientation (a paid professional development requirement).

A condition of employment is that student videographers are expected to assist in key events throughout the year e.g. Welcome Week, Winter Week of Welcome, Illinites, Late Nighter, Friday Night Films, Courtyard Café performances, and any other key event. Many of these events occur in the evenings and/or on weekends, therefore student employees selected must commit to being available these hours. Student employees are expected to portray a positive image, both internally and externally of the Illini Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.