

UNIVERSITY OF DALLAS

Videographer Specialist

Job Number: 7296UD

Academic & Instructional Technology

Date Posted: July 9, 2019

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Videographer Specialist who oversees video production services across the university. Plans, edits, produces, and delivers educational, promotional and event-based video for internal and external audiences. Manages and schedules the filming process for quality and efficiency.

PRIMARY RESPONSIBILITIES

- Works with stakeholders across departments to identify and evaluate video needs. Implements creative solutions for addressing needs through audiovisual assets.
- Scouts shoot locations to assess possible obstacles to filming. Provides solutions or alternatives to address these obstacles.
- Executes shoots on site or on remote locations, ensuring quality of audio, lighting, and camera operation.
- Plans and performs video post-production tasks including, but not limited to, reviewing footage, making editorial decisions, logging, rough cuts, audio adjustments, color correction, and final editing.
- Utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts.
- Compresses and encodes video projects for output. Makes video products available in a variety of format.
- Work with Marketing and Communications as well as other stakeholders across the university to provide video services that support and promote the University brand.
- Stays informed about the current state of and future advances in video production technology and video distribution.
- Recommends new equipment and process enhancements as appropriate, based on analysis of university needs.
- Develops and maintains inventory of video equipment, tapes, and peripheral equipment and supplies.

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MINIMUM REQUIREMENTS

- Two to three years of professional experience in filming and editing video for electronic media production required.

ADDITIONAL INFORMATION

- May require irregular work hours, including nights and/or weekends.
- The work is generally performed within an office environment, but will entail equipment transport and use in a variety of settings across campus and remote locations, including outdoors. The noise level in the work environment is usually low to moderate. The employee may be exposed to the elements and inclement weather while transporting video equipment, or scouting and/or shooting in outdoor locations.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.