



Job Description

Position Title	Videographer/Photographer
Department	Marketing & Communications Department
Reporting To	Head of Media Products and Relations
Date	July, 2017
Type of Position	Full Time

POSITION DESCRIPTION

The videographer/photographer will be responsible to conceptualize, direct, shoot, edit and post-edit short promotional films for online platforms using a combination of photographic skills proven expertise. The videographer/photographer will work as a specialized, creative member of the Marketing & Communications team to produce high-quality video content showcasing academics, student life and facilities at Habib University. The role has the potential to grow towards working on longer corporate films for the university.

DUTIES AND RESPONSIBILITIES

- ✓ Shooting, editing and producing digital video packages for Habib University.
- ✓ Managing video production process by allocating staff, setting schedules, budgeting, and evaluating progresses.
- ✓ Shooting using professional cameras, sound equipment and editing using various professional editing software.
- ✓ Working with the Marketing team closely to generate ideas for online videos
- ✓ Advising on all aspects of video production to the client(s) Digital Communications caters to.
- ✓ Creating interesting short animations as per requirement.
- ✓ Multi-tasking and managing multiple projects at the same time.
- ✓ Managing and organizing the Digital Library.
- ✓ Photographing university events as required.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ The candidate is required to have a B.A. degree
Required Experience	<ul style="list-style-type: none">✓ Strong knowledge of color correction/grading and audio mixing✓ At least 3 years of experience working at a reputed media company, expertise in using Final Cut Pro, Adobe Premier, Adobe Photoshop, LiveType, audio editing and mixing, shooting with a professional HD camera and recording sound, three-point lighting.✓ Experience with assuming ownership and delivering quickly in a fast-paced, deadline-driven environment.✓ Strong post-editing skills

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Adobe CC 6 software, namely Adobe Premier Pro cc; Adobe After Effects CC; Adobe Photoshop CC; Adobe Audition CC	High
2.	Photography	High
3.	Communication Skills	High