

# PRODUCER/VIDEOGRAPHER

Part time position (40 hours per two-week pay period)

Waycross Community Media is looking for a Part-Time Producer/Videographer to assist with our coverage of government, school, and community events in our four communities. Applicants must be available to work evenings and weekends.

## RESPONSIBILITIES

### COMMUNITY PRODUCTIONS

- Event Coverage - Set-up/record single & multi camera HD remote productions
- Produce promotional and corporate videos
- Produce in-house studio productions
- Drive, set up, operate 4 camera HD production truck for remote productions as needed
- Monitor and assist volunteer crews at these productions
- Oversee studio production use by public, as needed

### COMMUNITY MEDIA OPERATIONS

- Open and secure facilities for access production & training
- Keep public spaces and production areas clean and safe
- Receive, field and refer public inquires, requests and demands
- Reserve and check equipment in and out of facility
- Ensure cooperation of producers with Waycross policies
- Report all incidents, damages, or problems to Executive Director

### OTHER DUTIES as assigned

All Waycross staff members have additional duties not listed in their job descriptions. Employees are accountable for policies and procedures in the Waycross Staff Handbook.

- Follow "Staff Guidelines" and directives of senior staff members
- Perform minor maintenance and cleaning tasks
- Assist with other staff projects as required

### QUALIFICATION REQUIRED

- Safe driving and work records
- Manual dexterity to manipulate and effectively use equipment
- Physical strength to lift and carry production gear (40 lbs.—40 yards)
- Organized attention to detail
- Ability to maintain effective working relationships with volunteers and others
- Good communicator; writes and speaks clearly with appropriate grammar
- Good judgment, tact and courtesy

### EDUCATION/EXPERIENCE REQUIREMENTS

- Bachelors Degree in Communications preferred
- Associates degree or prior video production experience will be considered.
- Video production experience and non-linear editing experience required
- Prior experience in community access environment a plus

### APPLICATIONS ACCEPTED ONLINE:

[https://www.indeedjobs.com/waycross-community-media/\\_hl/en\\_US](https://www.indeedjobs.com/waycross-community-media/_hl/en_US)

Posted 4/3/19, applications will be accepted until the position is filled.