



Department: Wellbeing Center

Job Title: Videographer

Reports to: Event & Activities Coordinator, Student Marketing Director

Number of Work Hours per Week: 5-20* hours per week

Summary:

Videographers are a part of the Student Marketing Team within the Wellbeing Center. Videographers work with the professional staff members of the Wake Forest Wellbeing Center (which include the departments of Campus Recreation, the Office of Wellbeing, and Student Health Services) to create videos of classes, workshops, and other events. The role of Videographer for the Student Marketing Team requires videography skills (see preferred knowledge, skills, abilities), motivation and drive to work independently and take initiative, and a professional demeanor while representing Campus Recreation while working.

Essential Functions:

- Provide quality videography and cohesively edited video projects to all individuals including faculty, staff and students
- Positively represent the Wellbeing Center and Wake Forest University
- Attend staff meetings and required trainings
- Coordinate videography scheduling with professional staff members
- Able to respond to emails in a timely manner
- Able to complete assigned tasks in a timely manner
- Able to meet at least three times per semester with the entire team and/or in an individual meeting with the Marketing Director
- Utilize various cloud-based software and programs for communication and content creation

* Flexible scheduling

- Proficiency in professional videography editing software (e.g., Adobe Premiere Pro, Final Cut ProX, Camtasia, etc.)
- DSLR/Video camera operation, photographic composition, video-editing

Required Knowledge, Skills, and Abilities:

- Excellent communication, time management, and organizational skills
- Ability to collaborate and work independently
- Desire to take initiative in self-led projects
- Reliable, trustworthy and punctual
- Previous brand-related videography and/or marketing experience
- Ability to uphold and clearly communicate facility and university rules and regulations; apply safe practices, hold users accountable

Compensation/Incentives: Within the Wake Forest Wellbeing there are opportunities to assume additional responsibilities within the marketing team. All employees are eligible for performance-based incentives.

Note: This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Campus Recreation seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.

Contact: Lexie McClure (mcclura@wfu.edu) for additional information.