

## JOB DESCRIPTION

### I. TITLE

Videographer

### II. PRIMARY FUNCTION

The videographer will support all district-wide audio visual needs, as determined by the administration of the Edison Township School District. The videographer will produce a monthly cable television program that highlights activities and events in the district.

### III. REPORTS TO

Superintendent of Schools/Business Administrator and/or designee

### IV. QUALIFICATIONS

- Associates Degree (or higher preferred) in Radio/TV or related field and/or minimum of five years' video production experience
- Knowledge of Apple Final Cut Studio, Media 100 and Adobe CS3 non-linear editing software systems
- Working knowledge of both Macintosh and Windows computer operating systems
- Ability to recognize and troubleshoot minor technical problems with AV equipment and either repair or make recommendations for repairs
- Ability to work independently or with a team
- Excellent organizational and interpersonal communication skills
- Valid NJ driver's license and car for traveling between schools
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

### V. MAJOR DUTIES AND RESPONSIBILITIES

- Videotape and edit various events, demonstrations, productions, lessons and speeches in the schools and, occasionally, out of district
- Create visually stimulating, dynamic openings/closings for programming
- Shoot or edit projects as assigned
- Set VCRs to record satellite and cable recordings – also change satellite/TV channels, as needed
- Make duplications, as necessary – VHS, DVDs, CDs, audio cassettes
- Perform routine maintenance on all video/computer equipment
- Set up studios each day – make sure all is technically correct and working prior to program or class start
- Research technology, make recommendations, as needed
- Perform multiple production roles during a videotaping-sound, director, camera, graphics, etc.
- Participate in brainstorming sessions (How can we do it better? Faster? More creatively?)
- Assist teachers during classes, as needed
- Provide A/V support district-wide, as needed
- Performs such other duties as may be assigned by the Superintendent or designee

### VI. TERMS OF EMPLOYMENT

Exempt Group – Salary as determined by the Board of Education

