



*A premier Montreal institution since 1909, Lower Canada College (LCC) is a gender-inclusive day school for students from kindergarten to grade 12 with a strong reputation for preparing students for entrance to prestigious universities across the world. Located on a beautiful seven-acre campus in the heart of Montreal's Monkland Village, LCC draws students from nearly every continent of the world. LCC's enriched educational program consists of academic, co-curricular, and service opportunities that position students to explore and discover their true potential throughout their educational journey.*

*The school invites applications for the following position:*

***Position Title: Videographer***

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Position Group: Staff

Reports To: Communications Manager

Status: Full time position

Start Date: January 2023

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### ***Job Purpose***

To support the communications function of the school by directing, editing and producing quality videos that reflect the essence of the LCC experience and meet the strategic objectives of the school.

### ***Specific Responsibilities***

- Storyboard, direct, film and edit a variety of videos that support the school's objectives
- Edit video footage taken by other LCC constituents
- Manage and maintain the school's video library
- Collaborate with members of faculty and staff to conceptualize and film videos
- Coordinate video shoot timelines, equipment and other logistics
- Prepare final video files that are within the limitations and capabilities of the school's online platforms
- Stay current on video industry best practices and leverage those findings to improve school videos and advise the communications team as required
- Maintain a consistent voice for the school's brand
- Problem solve in a fast-paced, team-oriented environment
- Manage workflow of multiple projects at one time that vary in scope and length
- Contribute to the school's overall communications strategy
- Provide photography support as required
- As a member of the Enrolment and Communications Team, assists, where necessary, in school events such as LIONfest and galas
- Ability to work some weekends and evenings



### ***Knowledge, Skills & Technical Ability***

- Solid understanding of video production workflow (from production to post)
- Adobe Creative Suite (Creative Cloud, Premiere Pro, After Effects & Photoshop). Illustrator is an asset
- Comfort with collaboration, direction, feedback and back-and-forth workflow, while maintaining project objectives
- Superior producing and editing skills
- Knowledge of best practices for troubleshooting video, audio and lighting equipment as well as video compression output and encoding
- As a skilled storyteller, the ability to capture poignant moments and editing for emotion, brevity and/or clarity
- Demonstrated initiative and problem-solving skills in a fast-paced, team-oriented environment
- Experience managing photo/video equipment and archives
- Familiarity with video and formats
- Experience with Microsoft Office and the Google suite (e.g., Slides, Sheets, Docs)
- Familiar with working in a school environment and with children are assets

### ***Job Specific Competencies***

- - Attention to communication
  - Creativity
  - Patience
  - Planning
  - Organization
  - Presentation
  - Attention to detail
  - Interpersonal awareness
  - Flexibility
  - Initiative
  - Thoroughness
  - Collaboration
  - Independent
  - Meets deadlines and works well under tight timelines
  - Responsive to feedback

### **School-Wide Core Values**

***Professionalism, Continuous Growth, Passion/Excellence, Collaboration/Communication and Respect & Empathy***

### **How to Apply**

Please submit your cover letter and your CV via our online form at [www.lcc.ca/careers](http://www.lcc.ca/careers)

The closing date for this role is **Friday, November 11<sup>th</sup> 2022 at 5 pm**. Details about school life can be found at [www.lcc.ca](http://www.lcc.ca).



We thank all applicants but regret that only those shortlisted will be contacted.