POSITION SUMMARY:
The Videographer is charged with establishing the video and livestreaming program at SAS, supporting marketing with video content and collaboration, and for creating video content both personally and through the use of student club members. The Videographer is also responsible for leading the SAS TV high school club, teaching exploratories to middle school students year-round (growing our next leaders of SAS TV), as well as working with faculty members to work video storytelling into their curriculums where appropriate.

SUPERVISED, EVALUATED BY & REPORTS TO:
Director of Marketing & Communications

QUALIFICATIONS:
- Prefer a university graduate with major in production, communications, advertising, or related field.
- Fluent in written and spoken English.
- Can demonstrate experience and skill as a videographer and editor.
- Strong attention to detail.
- Excellent interpersonal and organizing skills.
- Ability to handle numerous assignments simultaneously and bring to completion.

PERFORMANCE RESPONSIBILITIES:
- Establish and document SAS TV club rules and regulations and production protocols including student training, production processes, and branding requirements.
- Advise on purchases and oversee maintenance needs of video equipment.
- Schedule productions for shoots and livestreams.
- Recruit, manage, and train student club members.
- Act as director and editor for events around campus when club members are not available.
- Support Marketing & Communications department through video production (promotional videos, social media, etc.).
- Upload and tag videos to the SAS TV channel.
- Other duties as assigned.

SAS BELIEVES:
- That each employee makes a significant contribution to our success.
- That contribution is not limited to the assigned responsibilities.

Therefore this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.