

VIDEOGRAPHER

Professional Description:

The Videographer will shoot footage and assist in editing. The videographer will accomplish the bulk of the technical tasks related to production and post-production. He or she will transport, set up, and operate equipment; and assist with staging, set preparation and dressing. The videographer will work closely with the GVB Management and Staff to execute the concept through to completion.

Essential Duties and Responsibilities:

- Organize and string together raw footage into a continuous whole according to scripts or the instructions of directors and producers.
- Review assembled films or edited videotapes on screens or monitors to determine if corrections are necessary.
- Trim film segments to specified lengths, and reassemble segments in sequences that present stories with maximum effect.
- Determine the specific audio and visual effects and music necessary to complete films.
- Set up and operate computer editing systems, electronic titling systems, video switching equipment, and digital video effects units to produce a final product.
- Select and combine the most effective shots of each scene to form a logical and smoothly running story.
- Edit films and videotapes to insert music, dialogue, and sound effects, to arrange films into sequences, and to correct errors, using editing equipment.
- Cut shot sequences to different angles at specific points in scenes, making each individual cut as fluid and seamless as possible.
- Mark frames where a particular shot or piece of sound is to begin or end.
- Verify key numbers and time codes on materials.

Educational and Qualifying Experience, Skills, Licenses, Credentials:

- Work generally requires two years of photography experience to become proficient in performing a variety of photographic and film processing activities; or an equivalent combination of relevant education and/or experience.
- Demonstrates computer knowledge of digital graphics and slide presentation software packages for MAC including Adobe PhotoShop, Microsoft PowerPoint and Film Magic Pro.
- Respect and preserve confidential nature of work handled for GVB.
- Ability to be highly organized and have good planning skills.
- Good oral and written communication skills.
- Artistic and creative.
- Gives attention to detail.
- Ability to be flexible with time frames and be able to make changes with very short notice.
- Ability to deal with a variety of projects simultaneously and be able to coordinate effectively with other departments.
- Possession of a current Guam business license.