



## 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. Videographer will transport, set up, operate equipment, assist with staging, set preparation and dressing. The videographer will work closely with the GVB Management and staff to execute the concept and follow through to completion.

### Qualifications/Requirements:

- Required to have 2 - 3 years of photography experience to become proficient in performing a variety of photographic and film processing activities or any equivalent combination of relevant education and/or experience
- Possession of a valid Guam Business License and proof of insurance

### Essential Functions:

- 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
- Performs other related duties as assigned

**Key Competencies:**

- Demonstrates computer knowledge of digital graphics and slide presentation software packages for MAC including Adobe Photoshop, Microsoft PowerPoint and Film Magic Pro
- Ability to be highly organized and have good planning skills
- Good oral and written communication skills
- Must be artistic and creative
- Must give 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
- Respect and preserve confidential information of work handled by and for GVB

**Other Duties:**

This professional description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Videographer. Duties, responsibilities, and activities may change at any time with or without notice.