

CITY OF ROSWELL, GEORGIA

Job Title: Z04 – Part-Time Videographer/Editor

We're looking for a creative, detail-oriented and dependable person for turning out high-quality videos. You'll brainstorm ideas with our team to help implement your own creativity. We'll provide you with all relevant equipment. The position requires creativity and speed. You'll be shooting indoors, outdoors, on green screen, etc., and editing on Adobe Premiere.

Duties

- Producing Mayor and City Council meeting broadcasts live.
- Indexing Mayor and Council meetings for archiving purposes.
- Shooting in the field.
- Editing and/or producing short-form videos, public service announcements, b-roll and events.
- Brainstorming video ideas with the team and coming up with cutting-edge videos using advanced techniques.
- Developing interview questions and storyboards
- Editing video – adjusting audio, editing new and existing footage, creating transitions, adding intro/outro graphics.
- Meeting tight deadlines and schedules. Some projects will have quick turnaround times of just a few hours.

Skills & Experience

- Must have proficient knowledge and experience with Adobe Creative Cloud applications with a focus in Premiere.
- Must be familiar with digital video medium (capturing content, digitizing/transferring, rendering/exporting).
- Expertise shooting indoors, including setting up camera, lights, audio and background.
- Expertise shooting outdoors, including identifying locations, setting up camera, lights and audio.
- Transport, set up, and operate various production equipment including cameras, audio and video recorders, lighting equipment, props, and microphones for location and studio production.
- Operate and maintain proper levels and calibration of cameras, audio and video recorders, and other production equipment.
- Broadcast experience a plus.

- Graphic design skills are a plus however we do have a graphic design team to assist with graphic elements.
- Must be able to take direction, collaborate with others in a team environment, and be productive when working independently.
- Organizational skills. There will be a lot of footage archived. You must be able to adequately label/document all footage so it's easy to find things when needed.
- You must be a self-starter and an "idea person."
- Portfolio should demonstrate strengths in video and audio editing as well as knowledge of graphic design.
- A minimum of two years' professional experience is required, or one year of work experience with an associate's degree or bachelor's degree in a related field, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.