

Class Code:.....1263
Position #: (PTAA)... (NE)
Developed by:..... LA
Reviewed by: DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Technician, New Media/Videographer
DIVISION: Office of the President (External Relations & Communications)
REPORTS TO: Supervisor, New Media
GRADE: 7
SUPERVISES: Student technicians

BASIC FUNCTION:

Assist the Supervisor of New Media in both providing and producing multi-media projects, and implementing plans and producing video components that enhance the University's brand across all media platforms and which support the communication activities of the Department of External Relations and Communications, Communications and Marketing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Supervisor of New Media, work with clients to:

Coordinate all technical aspects of video projects.

Execute shoots on-site/on-location and off-campus including audio, camera operation and talent direction when needed.

Handle assignments that require special lighting, audio, shooting and custom graphics.

Videotape and, in special cases, broadcast events, and operate multiple cameras, computer and Web-based requirements to livecast and/or videotape University events.

Coordinate audio with in-house sound system or third-party AV Company.

Upload broadcast footage to Final Cut Pro, edit footage and re-sync audio.

Upload to URI YouTube page.

Add photographs, graphics, animations audio and music to final product.

Compress/encode video projects for output. Make video projects available in a variety of formats. Observe URI Brand Standards, ensure consistency and relevancy to productions. Monitor technical quality of end product including audio and coordinate internal and external duplication services, as required.

Work with videographers off the RI State Master Price Agreement and coordinate video sharing, shooting, etc. Work with other members of External Affairs, Marketing and Publication staff.

Operate and maintain equipment in Big Thinkers Studio.

Plan and perform video post-production tasks, including reviewing footage, providing rough cuts to supervisors for sign off on editorial content.

OTHER DUTIES AND RESPONSIBILITIES:

Respond quickly, troubleshoot in ever-changing situations, and resolve technical difficulties as they arise.

Provide files for URI Homepage team, URI Social Media platforms, URI Today, and YouTube.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Film and sound editing; Music and video usage; DSLR Camera or similar equipment (video and still); Adobe Premiere Software and Final Cut Pro Software; Adobe Media Live Encoder, Avid, VidBlaster, and YouTube.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years professional experience with new Media across all platforms; Demonstrated experience using DSLR Camera or similar equipment (video and still); Demonstrated experience with Adobe Premiere Software and Final Cut Pro Software; Demonstrated experience with Adobe Media Live Encoder and Avid; Demonstrated experience with VidBlaster and YouTube; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to coordinate and conduct professional interviews; Demonstrated ability to multi-task in a deadline-driven environment; Demonstrated ability to produce video pieces; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of three years professional experience with new Media across all platforms.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.