Harvey Media Center Student Videographer Job Description

Position Summary
The Harvey Media Center (HMC) Student Videographer is responsible for shooting and editing high-quality video footage in a variety of settings. This position plays an integral role in providing video that consistently adheres to HMC and client standards.

Primary Tasks:
- Shoot, edit, compile, and store video for Harvey Media Center clients
- Track and keep precise records of workflows and timelines
- Work in tandem with other videographers and HMC staff to complete work on time
- Ensure the satisfaction of clients by creating stellar work and providing customer service at the highest levels
- Build a relationship with clients
- Work from the Harvey Media Center front desk when needed

Supervision Received:
The HMC Student Videographer position reports to the Communications Coordinator for Campus Life. All student assistants ultimately report to the Executive Director of Campus Life and works collaboratively with all members of Campus Life.

Required Knowledge and Skills:
- A general understanding of video production techniques and best practices
- Familiarity with operating video and audio equipment
- Novice or better knowledge of Adobe Premiere Pro
- Knowledge of Adobe After Effects a plus
- High ability for thorough communications
- Ability to work on a team
- Highly organized and detail oriented
- Must be comfortable working with deadlines
- Willingness to learn new project management systems
- Must be able to provide customer service to Harvey Media Center standards
- Maintain a neat and clean work area
- Assist University Center staff with additional requests as they arise.

Hours:
The HMC Student Videographer will work a flexible schedule tailored to the needs of the Harvey Media Center and the availability of the student. A minimum of 10 hours per week are required.

Revised April 2017