



PROVIDENCE

VIDEOGRAPHER/PRODUCTION EDITOR

For nearly a century, Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to and working alongside of the Director of Marketing (DofM), the Videographer is primarily responsible for all institutional video needs including academic, promotional and marketing projects. This is a part-time position.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Content-Related Duties

- Collaborate, plan and develop video content strategy, alongside of DofM and/or a larger team
- Write video scripts, demonstrating ability in storytelling, creativity and knowledge in using different visual delivery methods
- Develop and customize video for different digital media platforms

Video-Related Duties

- Record lectures and instructional video as well as other important academic events using camera, teleprompter, lighting, and audio equipment as required
- Create short promotional videos for marketing purposes
- Provide audio engineering expertise for all filming projects
- Direct people to capture specific action and desired outcomes for the camera
- Edit captured video to tell concise, visually pleasing stories
- Prepare background film (or b roll) as well as live feed
- Add effects like music, captions, graphics, animations and alt text



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- Setup and break down recording equipment before and after use. This includes taping down cables for safety
- Keep all video and audio equipment in good working order, replacing pieces as necessary
- Film, edit, produce and upload video content to Learning Management System (LMS) or YouTube as required for various academic and promotional video projects
- Maintain an organized video catalogue of raw footage and finished product on an external drive and/or online cloud storage service

Audio/Visual-Related Duties (Optional)

- Perform routine testing and problem diagnosis for projectors, microphones, speakers, amplifiers & LCD/Plasma displays
- Assist with institutional events and public lectures that require use of AV infrastructure (audio, video conferencing, webcasting, visual display and/or projection)

PERSONAL COMMITMENT

- To be in good standing with a local church
- An enthusiastic personal faith commitment
- A commitment to Christian higher education and to Christian ministry
- Affirm the [Covenant of Faith](#) of Providence University College and Theological Seminary as outlined in the Employee Handbook
- Able and willing to uphold the [Covenant of Community Life](#) and model conduct accordingly

COMPETENCIES

- Creativity: Excels in the use of imagination and generating ideas; Artistic and visual
- Technical Skills: Strong photography (i.e., framing and shot composition) and video editing (i.e., post-productions techniques) skills set
- Knowledge: Job requires someone who can easily troubleshoot and identify solutions;



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- Communication: Excellent skills in oral, written and interpersonal communication
- Build Relationships: Establish and maintain positive working relationships with others both internal and external to achieve the goals of the organization;
- Dependability: Job requires being reliable, responsible, dependable, and fulfilling obligations;
- Organizational Skills: Strong time-management skills; Set priorities, develop a work schedule, monitor progress towards goals, and track details / data / information / activities;
- Adaptability: Flexible, resilient;
- Team member: Foster teamwork, working cooperatively and effectively to set goals, resolve problems, and make decisions that enhance organizational effectiveness;

EDUCATION & QUALIFICATIONS

- Certificate or Diploma in Video Production preferred
- Minimum three to five years experience as a videographer preferred
- Additional audio/visual technician experience is desirable
- A portfolio of previous video work is required
- Good knowledge of video software and programs (i.e., Adobe Premiere Pro) required
- Knowledge of DSLR cameras, audio recorders, teleprompter is an asset
- A solid understanding of video techniques, video editing and video production

APPLY

Submit a cover letter and resume by email no later than November 21, 2022 to:

Kathryn Mulolani
Director of Marketing
c/o Marlin Reimer, Human Resources Manager
Email: hr@prov.ca



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This is a part-time position (18.75 hours per week) for a three-year term. Providence offers a flexible work arrangement for this position.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply, however, Canadian Citizens and Permanent Residents will be given priority. Applications from women and members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.