

Videographer



Department: Marketing and Communications

Type: Staff, Full-Time

Stephens College seeks a Videographer to join the Marketing and Communications department. The Videographer will be responsible for the shooting, development and editing of video content to be used for college recruitment purposes in multiple marketing vehicles. They will effectively and efficiently communicate the message of Stephens College through inspired video and art direction. Additionally, they will maintain a flexible work schedule in order to accommodate evening and weekend shifts and travel to on-site locations for filming and/or photography.

Essential Duties and Responsibilities:

- Work with a collaborative team to create the film or video products
- Generate ideas and concepts which satisfy specific marketing and creative objectives
- Films video content for production using camera equipment, making technical decisions regarding such elements as appropriate lighting, shooting angle and placement and type of microphone, location, use of movement and interviews
- Edits and assembles final visual/audio content; ensures consistency and relevancy to production; monitors technical quality of product
- Tests all equipment to determine technical quality of recording, audio, and lighting apparatus prior to operation in the field
- Oversees the security, operation and maintenance of equipment utilized in shooting and editing
- Interacts with and interviews Stephen's student body and is responsible for exhibiting a professional and friendly presence as representatives of Stephens College
- Works collaboratively to capture designated subjects or events using state-of-the-art techniques to provide video/photographic needs for exhibition, publication, web sites, social media, public relations or presentation purposes
- As part of the Marketing and Communications team, provides video and photographic services that support the College brand
- Utilize creativity as well as knowledge of lighting, composition, camera/lens combination, and editing software
- Helps plan, schedule and perform video/photo shoots including all post-production processing
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in Radio/TV, Film, Fine Arts, or related area AND one-year experience operating video cameras and editing equipment OR Five years-experience operating video cameras and editing equipment; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved
- Must have a strong appreciation for diversity and enthusiasm for working with diverse populations

Preferred Qualifications:

- Experience leading the development of video projects
- Experience with variable data video, computer graphics, animation, and special effects
- Experience filming video with DSLR cameras
- Experience with problem-solving and decision making

- Demonstrated knowledge with the Adobe Creative Suite, specifically Premier Pro and After Effects
- Evidence of effective verbal and written communication

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

To Apply:

Submit an online [Stephens College application](#) with cover letter, resume and references. Review of applications will begin immediately and will continue until the position is filled or the search is closed.

The successful candidate must pass a criminal background check.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

