

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: VIDEOGRAPHER**

**Reports To:** Designated Supervisor

**UW Job Code:** 4513

**UW Job Family:** 3D – Media/Communication/Art

**SOC Code:** 27-4021

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 11-1-21

### **JOB PURPOSE:**

Under limited supervision, perform advanced level videography services for the University. Conceptualize, produce and edit high-quality video productions for use in the University of Wyoming's internal communications and marketing efforts, including student retention, news releases, websites and social media content, and other projects as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conceptualize, produce and edit high-quality video productions.
- Projects may include a combination of audio, music, interviews, new and archived footage, and animated text/graphics.
- Participate in University marketing initiatives, events and presentations.
- Contribute to the development of short- and long-term University marketing plans and strategies.
- Perform editing, correction, archival and file storage. Perform digital imaging necessary for the production of high-quality photographic prints and images for exhibition, publication, research or preservation purposes.

### **SUPPLEMENTAL FUNCTIONS:**

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Attend meetings and serve on committees as needed.

### **COMPETENCIES:**

- Attention to Detail
- Innovation
- Quality Orientation

- Technical/Professional Knowledge

## **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **At least 3 years of photography experience is preferred**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Digital imaging technology, techniques, methods and formats.
- Equipment, tools, and supplies used in the taking, processing, enhancing, and use of photographs including various cameras/lenses, image processing software and types of lighting.
- Copyright regulations and privacy laws.
- Photographic materials, techniques, and media.
- Theory and techniques of modern photography.
- Photographic techniques to produce varying effects and messages.
- Choose proper settings on cameras and photographic processing equipment to obtain intended effects and select the appropriate camera angles, picture composition, filter, lighting, or other treatment necessary to produce the desired message or special effect.
- Utilize creativity as well as knowledge of lighting, composition, camera/lens combination, and editing software such as Adobe Photoshop, Premiere Pro, After Effects, and Photo Mechanic.
- Move 50 pounds regularly.
- Select the appropriate camera angles, picture composition, filtering, lighting, or other treatment necessary to produce the desired message or special effect.
- Accurately present technical, scientific, and professional subjects and activities by photography and through effective collection preservation and presentation.
- Advise on technical problems in photography, camera, lighting, image processing and production.
- Recommend the purchase of photographic equipment and supplies.
- Maintain favorable public relations with collection donors and repository management.

## **WORKING CONDITIONS:**

Laboratory and studio environments; frequently on location for indoor and outdoor events.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.