



Position: Videographer and Photographer

Location: Montreat, NC

Job Description – College Videographer & Photographer

The college Videographer and Photographer is responsible for the strategic development, management and delivery of college digital assets and delivering both highly professional videos and photography. This position acts as the official college videographer and photographer and will handle an extensive range of video and photo assignments. Additionally, this position will be responsible for creating multimedia productions for presentations, publications, social media, digital advertising and the college's web presence. This position is responsible for producing content that is interactive and engaging to build relationships between prospective students, parents, key stakeholders and the college.

Responsibilities include:

- Shoots videos and photographs events, programs, students, faculty, staff, and activities for use across various print and digital platforms.
- Responsible for coming up with ideas of how to tell the Montreat College story through video production and photography.
- Assist in managing digital and print photo archives.
- Effectively manages assigned projects, on time, within budget, and within the scope.
- Responsible to calibrate and maintain equipment, prepare background film or "B" rolls as well as live feeds, troubleshoot problems with the equipment, set-up and film interviews, insert closed captioning, graphics, or other on-screen text into video, and add computer graphics and special effects into videos.
- Assist with social media content for the channels for the college as needed. Monitor and respond to inquiries via social media.
- Recruit, train, and mentor student workers

Qualifications:

Minimum qualifications include:

- Bachelor's degree in Video Production, Photography, Graphic Design, Marketing or another relevant degree
- Excellent communication skills.
- Ability to conceptualize and create eye-catching video and images for various print and digital channels.
- Ability to recognize channel appropriate design when sourcing and editing video and images.

- Technical acumen to be able to operate, configure, set up, and fix video, audio, lighting, or other production equipment.
 - Understanding of post-production techniques.
 - Can work in a variety of digital venues with software to edit and finish film work.
 - Manual dexterity, physical mobility, and some physical strength/stamina
 - Creativity and attention to detail
 - Ability to work under deadline pressure
 - At least one year of full-time experience in videography and still photography; thorough knowledge of composition, production techniques, and equipment.
- Affirm and support the college's Statement of Faith and Community Life Covenant. Found here <https://www.montreat.edu/about/mission/>

Preferred qualifications include:

- Proficiency with Adobe Creative Suite.
- Proficiency in YouTube Studio.
- Demonstrated ability to translate content strategy into digital content planning.
- Experience using Adobe Premiere Pro and After Effects or similar applications for video editing.
- Experience using a project management system to assist in the organization to manage their time efficiently
- Familiarity with creating videos for digital advertising on social media platforms – Instagram and Facebook.
- Previous experience in higher ed or other industry with an intangible product.

Application Requirements:

Completed application <https://www.montreat.edu/about/job-openings/application/>

Cover letter

Resume

Portfolio of recent work demonstrating filming and editing skills

Statement of Christian faith

3 professional references

Send to:

Montreat College

c/o Sara Baughman

P.O. Box 1267

Montreat, NC 28757

Or by email: sara.baughman@montreat.edu

About Montreat College: Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other

sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.