



Example of Videographer Editor Job Description

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Our growing company is looking for a videographer editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for videographer editor

- Uploads video content on social media and websites
- Represents the department at meetings as needed
- Act as videographer and editor for internal and external productions
- Support the delivery of promotional assets with other departments such as HR and Corporate Communications, including regular video messages to employees from the CEO and other company leaders
- Support the Executive Producer and Production Manager with production processes to accommodate creative strategies (incorporating relevant program production/program development insights) and development timelines, working closely with the on-air radio team and media strategy/marketing group senior management
- Collaborate with key internal business units to ensure consistency of essential internal and external messages
- Assist with the management of budget accruals and all vendor contracts
- Help coordinate the production logistics for our entire team
- Shoot, edit, and distribute final content in required format
- Manage multiple projects in various stages of production concurrently

Qualifications for videographer editor

- High skill level in the Adobe Creative Cloud, particularly, Premiere Pro, Photoshop, After effects

- Proficiency with Windows and Mac operating systems and desktop software (including MS Office, iWorks,) is required
- Formal degree in cinematography or video/film production
- Formal degree in cinematography or video/ film production/ graphic design
- Demo or real Portfolio of work is required for video and graphic design