

Title: Videographer	Effective Date: September 9, 2022	Grade: XIII	Job Category: Professional
Prior Title: Videographer	Prior Effective Date: June 24, 2017	Grade: XIII	Page: 1 of 2

CHARACTERISTICS OF WORK

As an integral team member of the Public Information Office, the Videographer is responsible for producing video content for a range of creative, technical and documentary purposes of the Commission and the Department.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Function as the official videographer for the Commission and the Department.
- Use professional and creative judgment to write, shoot, and edit audio/video productions for internal and external consumption.
- Respond to requests from media outlets to share Department videos and to coordinate interviews and events.
- Travel to worksites and locations statewide to conduct video shoots.
- Manage the Department’s video library.
- Oversee the production and livestream feed of the Arkansas Highway Commission meetings.
- Work with the Digital Content Coordinator and the External Information Coordinator to ensure the Department realizes maximum benefit through its video platform sites, the use of social media as it relates to video, and through new emerging technologies.
- Maintain equipment and supplies in cooperation with the Photographer to support the Department’s production studio.
- Assist the Community Relations Manager in planning and execution of commemorative events including groundbreakings and ribbon cuttings.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university in a field related to the area of responsibility OR the educational equivalent to a diploma from an accredited high school plus four years of related work experience. Experience in web and social media management in a professional environment. Experience in audio/video production (samples of work may be requested).

Knowledge, skills and abilities:

Ability to communicate clearly and effectively in both written and verbal formats. Ability to multi-task. Project management skills. Attention to detail. Ability to work independently and in a team environment. Knowledge of Microsoft Office including Word, Outlook, PowerPoint and Excel. Knowledge with Adobe Premier, Avid Media Composer or File Cut Pro or other video editing software and techniques. Knowledge of Adobe After Effects and Adobe Photoshop strongly preferred. Knowledge of best practices for video and audio recording

Physical requirements:

Ability to operate a camera and computer.

Working conditions:

Occasional travel statewide.

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Licenses, registrations and certifications:

Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)