



Volunteer Videographer – Metro Vancouver

JOB DESCRIPTION OVERVIEW

Successful applicant will be responsible for primarily creating videos along with other communications materials including (but not limited to) taping, editing, and creating 2-3 minute informational videos and taking photos to highlight TLC's projects, programs, campaigns and events for the purpose of promoting TLC's mandate across B.C. Material will appear on TLC's website, YouTube, Flickr, Facebook, Twitter and may be sent out to media representatives. The videographer will work independently and have his/her own equipment or access to it. All materials will be developed in collaboration with Communications Manager and Web Communications Coordinator.

DUTIES & RESPONSIBILITIES

- Film footage relating to TLC programs, projects, campaigns and events.
- Edit 2-3 minute videos to accommodate TLC Communications deadlines and turnaround time.
- Work with TLC to develop additional story lines for promotional videos, trailers, and other creative outreach projects as they arise. Other projects could include photography and writing articles.
- Work independently, but will meet regularly with Communications staff at TLC (will report to TLC Communications Liaison on a bi-weekly basis).
- Successful applicant would need to be dependable and on top of personal communications.
- Interested participants are required to maintain a flexible schedule in order to accommodate evening and weekend work and travel to on-site locations for taping at various properties and/or sites.

QUALIFICATIONS

It is preferred that applicants have all or most of the following qualifications:



- Video Production, Film Production, Media Studies or Communications study and/or background.
- Minimum of two to three years relevant experience or prior/current school experience.
- Editing proficiency with Final Cut Pro or another non-linear editing software program is required. Basic Motion or After Effects graphics skills highly preferred.
- Audio Sweetening skills a plus, but not required.
- Strong written and oral communications skills.
- Basic Photoshop skills highly preferred.
- Additional Documentary/film portfolio a plus, but not required. Good organizational skills with attention to detail.

COMMITMENT

- min 15 hrs a week (time commitment will be flexible week by week, project pending).

CONTACT

If interested, please forward a cover letter and resume by May 18, 2011 to:

Heather Skydt
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