



POSITION DESCRIPTION

POSITION TITLE:	DATE:
Videographer	10 th March 2025
REPORTS TO:	APPROVED BY:
Chief Communications Officer (CCO)	Chief Communications Officer (CCO)
JOB OVERVIEW	
<p>The Videographer will be responsible for creating high-quality video content that effectively communicates the organization’s mission, values, and key messages. S/he will report to the Chief Communications Officer (CCO) and will work closely with the entire communications team to produce videos for various purposes, including promotional materials, social media content, internal communications, and event coverage. Finally, the Videographer will be expected to handle all aspects of video production including concept development, storyboarding, shooting, editing, and post-production.</p>	
KEY DUTIES AND RESPONSIBILITIES	
<p><u>Key Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Capture high-quality video footage, including interviews, events, promotional videos, and product demonstrations for the communications team. • Operate and troubleshoot equipment effectively during shoots, ensuring clear, visually appealing results. • Collaborate with internal and external teams as directed to brainstorm, storyboard, and develop video concepts that align with the organization’s messaging and target audiences. • Edit raw footage into final polished videos that meet the organizations standards where quality, visual appeal, and consistency are concerned. • Work with team members to create engaging narratives that reflect the organization’s brand and messaging. • Assist with writing scripts and developing the overall structure of video content when necessary. • Coordinate, conduct, and capture video interviews with staff, clients, guests or stakeholders to highlight key stories and themes. • Adapt video content to different formats and specifications for various platforms, such as social media, website, and email marketing. • Maintain and operate video production equipment, including cameras, tripods, lighting, microphones, drones, and other relevant tools. • Set up and care for all necessary equipment before and after shoots, including ensuring the camera, lighting, and audio equipment are working properly. • Stay current with video editing software updates and technological advancements. • Optimize video content for different platforms to ensure a positive and impactful viewer experience. 	

- Work with the digital marketing team to ensure video content is optimized for search engines, including proper tagging, metadata, and descriptions.
- Liaise with internal stakeholders to understand their video needs and gather any necessary resources or information for shoots.
- Capture videos of live events such as conferences, special events, seminars, webinars, and organizational milestones.
- Facilitate Drone Videography as needed.
- Collect additional footage during events to support broader content creation efforts, including behind-the-scenes clips and testimonials.
- Lead all videography initiatives related to OEF, CTI, partner organizations and CTI's Social Enterprises as directed by the CCO.
- Monitor industry trends, competitor activities, and emerging technologies to ensure the organization remains competitive in its videography strategy.
- Perform any other assigned duties by immediate supervisor.

KNOWLEDGE & REQUIRED SKILLS

The Following skill and knowledge are required:

Core Skills Specific to Post

- Strong knowledge and understanding of a variety of video editing platforms and tools.
- Familiarity with trending and advanced film equipment.
- Effective time management skills and the ability to meet deadlines and work efficiently in a fast-paced environment with competing deadlines.
- Flexible work schedule.
- Able to travel in order to execute work related duties.
- Proficiency in industry-standard software like Adobe Premiere Pro, Final Cut Pro, and After Effects.
- Must have a keen eye for visual composition and aesthetics with the ability to pay close attention to detail.
- Advanced digital photography and photo editing skills.
- Strong interpersonal skills and a Team Player.
- Capable of taking initiative and working with minimal supervision.
- Capable of Collaborating with internal and external stakeholders to achieve assigned goals.
- Must be well groomed and a highly organized individual.
- Ability to manage digital marketing across multiple social media channels.

Additional Skill Required for Post:

- Strong verbal and written communication skills, and ability to confidently interact with individuals at all levels.
- Capable of skillfully using job-specific smart devices & electronics.
- Strong Organizational, Multitasking, Creative, Written & Critical thinking skills.

- Efficient while maintaining a high level of accuracy and attention to detail.
- Organized, systematic and able to prioritize, schedule and perform complex tasks on time and with minimal supervision.
- Able to maintain confidentiality; demonstrate sound judgement and discretion.
- Ability to liaise with other departments to achieve a common goal.
- Proven ability to work well within a team.
- Self-motivated and results-oriented.
- Understanding and appreciation for the Core Values & Mission of OEF/CTI

QUALIFICATIONS

Education:

- Bachelor's Degree in Media, Film Production, Photography, Communications or related field.
- Proficiency in English Language (Written & Verbal)

Experience

- Minimum two - three (2-3) years' experience in videography, film production or photography.
- Sound Understanding of a not-for-profit setting.

Acknowledged and agreed by:

Date: