Position: Video Producer, nonbenefited, misc wage, part time position

Location: University of Delaware, Division of Professional and Continuing Studies, Newark Campus at 501 South College Avenue

Deadline: Posted until filled (applications reviewed daily)

CONTEXT OF THE JOB:
The Division of Professional and Continuing Studies at the University of Delaware seeks a part-time Video Producer to support online course development for noncredit and credit courses. Under the general supervision of the Assistant Director, Digital Learning, the Video Producer coordinates the planning, production, and post-production of video and multimedia content for online learning. Working within a team environment, this position is responsible for developing, directing, editing, and publishing videos, images, graphics, animation, and audio content. In addition to developing media, this position will have a role in maintaining an efficient studio environment. Type and scope of work depends on both the needs of the Instructional Design unit and the interests/experiences of the applicant.

PRIMARY RESPONSIBILITIES:
• Collaborate with course design team to strategy for incorporating video and multimedia components to support online learning. Contribute ideas and examples of media usage to inform course design choices.
• Plan, direct, create, and edit media of different styles including, but not limited to: lectures, screencasts, demonstrations, dramatizations, documentaries, tutorials, and webcasts.
• Develop, direct, produce, shoot and edit video content for online learning. Includes consulting subject matter experts, designing the visualization, creating storyboards, developing scripts, estimating timeline, researching project information and planning.
• Edit video materials including selection of scenes, transitions, special effects, narration, background music, design graphics and/or digital video effects in order to create a quality, creative, finished product.
• Organize and coordinate the details of video production work, including locations, staffing, and equipment.
• Develop and maintain studio space and documentation.
• Keep abreast of new technologies and techniques for presenting video and other multimedia in online courses.
• Serve in departmental or University committees, as assigned.
• Participate in professional development activities as needed or assigned by the supervisor.
• Perform miscellaneous job-related duties as assigned by the supervisor.
• Adhere to University of Delaware standards, policies and procedures.

REQUIRED QUALIFICATIONS:
• Requires an Associate’s degree or higher plus four years of related experience, or an equivalent combination of education and experience.
• Demonstrated understanding of the principles, practices, techniques, technology and standards of videography and audio production.
• Ability to create, compose, edit video scripts and storyboards.
• Skills in planning, writing and creative visualization. Hands-on experience in shooting and editing.
• Expertise and mastery of video production process, camera operation, different camera and lens types, microphones, proper filming techniques, lighting design, and post-production.
• Experience shooting on location as well as in-studio video.
• Experience with HD video workflows, storage, retrieval and archiving.
• Advanced proficiency in Premiere/After Effects and Final Cut Pro.
• Knowledge of Adobe After Effects, Premier Pro, and Audition.
• Proficiency with Macintosh and Windows operating systems and software, and Google Suite tools.
• Ability to troubleshoot technical and logistical issues.
• Ability to work collaboratively on a small team and independently.
• Time management skills, including ability to switch between projects as directed to meet priorities and deadlines.
• Strong problem solving skills, attention to detail, and ability to give and receive constructive criticism.
• Excellent organizational skills.
• Strong written and verbal communication skills.
• A self-motivated, creative, critical thinker with a drive to share knowledge and learn new skills.

PREFERRED QUALIFICATIONS:
• Bachelor’s Degree in Audio/Visual Communications, Broadcasting, Filmmaking, Motion Graphics, Design, Production, Journalism or a related field.
• Expertise creating motion graphics and designing digital video effects in programs such as Motion and After Effects.
• Expertise in audio production and using software such as Logic and ProTools.
• Experience with graphic design software applications such as Photoshop and Illustrator. Ability to conceptualize compelling visuals to support multimedia projects.
• Experience working with green screens and ChromaKey technology.
• Advanced photographic knowledge and experience.
• Knowledge of online and blended learning instructional design principles.
• Experience working in higher education, particularly in roles supporting faculty.
• Knowledge of Canvas learning management system.

SPECIAL REQUIREMENTS
• Ability to lift and move, with or without assistance, video and audio equipment weighing up to 50 pounds.
• Ability to accurately discern colors and the pitch, tone and volume of sound.
• Valid motor vehicle operator’s license.

Apply:
This is a part-time miscellaneous wage position with no University of Delaware benefits. The position is no more than 29 hours per week, as needed; schedule to be determined. Compensation is commensurate with experience and education.
Please send a cover letter, resume, names of three references with telephone numbers and addresses to Aviva Heyn at aheyn@udel.edu. Proficiency in video production must be demonstrated through a video of sample work. Candidate should be prepared to provide reel or website of relevant materials is required at interview stage. Review of applications will begin immediately and continue until the position is filled.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.

Statement of Responsibility:
The University of Delaware community values both personal and academic freedom. All members of the campus community have the personal responsibility to promote an atmosphere of civility in which the free exchange of ideas and opinions can flourish. We do so by learning from individual and collective differences and by respecting every human being.

09/24/2019