

**POSITION TITLE: Executive, Communications (Videographer primarily)**

**Position Reports To:** Direct reporting to VP, Communications but also work directly with other individuals within the organisation

**Position Objectives:**

- To support the audio-visual needs of the organisation so as to help meet its fund raising and brand awareness objectives
- To create a pictorial bank that will also serve as documentation of organisational milestones

**Key responsibility areas:**

- Video Production
  - liaison with teams to understand the objective of the video
  - create and submit a story board prior to the shoot, generating workable concepts and ideas within the framework of a budget and timelines
  - maintain a blog to document progress
  - determine required equipment and make arrangements for the same
  - assume responsibility for set up, including lights, microphones, etc.
  - execution of the storyboard
  - post production including editing, voice overs and final product
- Provide Photography support as and when required by teams to cover on-going activities
- Maintain and populate P drive
- Maintain and collate collateral archive
- Conduct in-house training for photography
- Any other responsibility as assigned by the management

**Technical Qualifications:**

- Experience in camera operation, DSLR & digital video cameras
- Familiarity with sound equipment
- Tech savvy, with considerable knowledge of audio/visual equipment, hardware, software, troubleshooting and techniques used in video production & editing
- Highly proficient in editing with Premiere Pro, FCP, and DVD studio Pro
- Experience of using HTML & Flash, Photoshop, Motion, After Effects is desirable but not a must

**Personal Qualifications:**

- Creative with an extraordinary eye for detail
- Excellent communication skills
- Enthusiastic, self-motivated and able to work independently
- Can work well under pressure to meet deadlines, including working out of office hours and occasionally on Sundays
- Good team player
- Flexible and able to deal with ambiguity (asking the right questions, anticipating needs, being resourceful and preparing for a number of outcomes)
- Responsible and able to deliver outstanding service levels
- Mindful of organisation policies