

PENN LENS VIDEOGRAPHER



Job Title: Penn Lens Videographer

Reports to: Executive Director, Director of Videography, & Video Project Manager

Job Purpose:

Penn Lens is one of the student-run businesses operated by Penn Student Agencies. Penn Lens offers videography services for any customer looking to produce commercial clips, event footage, interviews, music videos, etc. This is a great opportunity for our talented student videographers to get more experience working with clients and developing their talents. The Penn Lens Videographer supports the business by covering their assigned video shoots and editing their footage so that it can be delivered.

Duties & Responsibilities:

- Acquire and prepare all equipment required for the video shoot.
- Setup, film and clear equipment for assigned video shoots.
- Provide excellent customer service during the video shoot that best represents Penn Lens.
- Edit the footage as required per the request or work with another member of the team to produce the final deliverable. Must be done in a timely manner, and quality must meet standards set by the Director of Videography.
- Be available to cover multiple video shoots and projects throughout the year.
- Available for other duties as assigned.

Attendance Requirements:

- Attend weekly video team meetings.
- Arrive in a timely manner to all events and scheduled shoots.
- Minimum 50% of PSA Semesterly GBM's (at least 2 GBM's per semester).

Employment Expectations:

- Complete at least one video request per month. (Can vary based on demand)
- Respond to any communication in a timely manner.

Preferred Experience & Skills:

- Must have videography experience. Having your own equipment is preferred, but not required.
- Must be able to work in teams and collaborate with others in big projects.
- Must have a discerning eye for good shots, and experience with some of the following areas is a plus: gimbal/stable videography, aerial videography, event videography, sound editing.
- Preferred experience with video editing software, such as Adobe Premiere Pro, Adobe After Effects, Final Cut Pro.
- Must be proactive and generally excited about videography, with a passion for learning new skills and developing new techniques.
- We expect you to be dependable for deadlines and provide the clients with quick turnaround on projects.

Acquired Skills:

- **Videography skills:** working with other skilled team members will let you acquire new videography skills and techniques.
- **Time Management:** being able to work in productions in a timely manner while balancing school.
- **Editing Skills:** expansion of skill set for Adobe Premiere Pro, Adobe After Effects, Final Cut Pro or any other video editing software
- **Interpersonal Skills:** being able to interact with customers and clients in a professional manner is a highly valued skill in the workforce
- Other skills based on various creative Penn Lens projects.

Wage: \$35.00 per hour for shooting, \$25.00 per hour for editing

Hours: Varying, depending on gigs and videographer availability

- ★ PSA employment for the Fall 2020 Semester will be on a temporary basis pending University operations and the state of the pandemic. Positions will be filled as needed. Offers may be further extended at the discretion of the Executive Director.