

## JOB DESCRIPTION

### Summer Videographer



*Do you have experience planning, shooting, and delivering video projects that tell compelling stories? Would you like to spend your summer documenting life across Hale's property and programs? If so, you may be a great fit for this position!*

#### QUALIFICATIONS

- Professional presence, discreet working style, and desire to be a flexible, dependable, friendly, and cooperative member of the team
- Ability to fluidly manage both creative and administrative tasks—your time will be divided between shooting in the field and editing/managing assets in the office
- Experience in videography, willingness to take artistic direction, and ability to manage the entire production process
  - Understanding of and ability to troubleshoot cameras, audio, and lighting equipment—ideally, you'll have and use your own
  - Strong organization skills—from storyboarding to compiling shot lists to filming to editing, you'll be responsible for project management from start to finish
  - Expertise in Adobe Premiere Pro with ability to edit footage to ensure proper sequence, color correction, audio placement, etc.

#### GENERAL EXPECTATIONS

- Comfortably work among energetic children and families in an outdoor setting that includes moderately challenging terrain, inclement weather, and rustic facilities
- Display a positive attitude and maintain a reputation for credibility, integrity, and fairness
- Consistently model and uphold Hale's [mission and core values](#)

#### PRIMARY RESPONSIBILITIES

1. Work with Director of Marketing to provide timely deliverables that meet creative needs
2. Build and manage video library as you regularly conduct compelling interviews, collect b-roll, shape content, and produce shorts about activities and programs
3. Ensure suitability of work for use across digital channels

#### WHAT YOU CAN EXPECT

In addition to a semi-flexible schedule, you'll build your portfolio as you work alongside fun-loving marketing professionals and program administrators. You'll collaborate with Hale's entire seasonal staff, extend your network, and take advantage of professional development opportunities.

Hours vary in accordance with programming and a limited number of nights and weekends are required; on average, you can expect to work 15–25 hours per week from June 22–August 21. Compensation for this position is commensurate with experience and ranges from \$12–\$15 per hour. Please note this position is temporary and part-time, and as such, it is not benefits-eligible.

#### APPLICATION PROCESS

Please email your cover letter, resume, and reel to Greg Freed, Director of Marketing, at [gfreed@hale1918.org](mailto:gfreed@hale1918.org) by March 1, 2020.

*Hale is proud to be an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. We are committed to a work environment in which our diverse cultures, perspectives, skills, backgrounds, and experiences are welcomed and respected.*