ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION

POSITION TITLE: Videographer **EFFECTIVE DATE: 5/26**

DEPARTMENT: Communication **LEVEL:**

POSITION SUMMARY:

The Videographer is a creative storyteller and visual strategist responsible for producing a significant ongoing stream of engaging and inspiring short-form videos that bring to life the beauty, goodness, and truth of the Catholic faith. This content will be created for various platforms and utilized in connection with the Communication Department, *The Catholic Telegraph,* the Stewardship Department, and other Pastoral Center offices of the Archdiocese of Cincinnati.

The Videographer reports to the Creative Director as part of a collaborative in-house creative team that includes videography, photography, social media, and graphic design. The Videographer collaborates closely with the Editorial Director and Managing Director of *The Catholic Telegraph*, along with the entire staff of the Communication Department and colleagues in other offices of the Pastoral Center. The Videographer must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with a strong understanding of the Catholic Church, including structure and doctrine. Passion for the Catholic faith.
2. A degree in cinematography, film production, or related field and 3+ years of work experience in media production. Stays current on video production trends/tools.
3. Mission-driven and creatively ambitious. An engaging storyteller and skilled videographer. Capable of identifying the compelling story and capturing it on video. Creative conceptual thinker and influencer of people.
4. Demonstrated excellence in all aspects of video storytelling – scripting, lighting, sound, interviewing, shooting, editing. Familiar with digital editing software and applications.
5. Working understanding of digital and social media, and how these tools are used in communications or marketing campaigns. Knowledge of YouTube optimization, video analytics and platform-specific formatting preferred.
6. Able to accommodate a flexible schedule as some shooting occurs on evenings and weekends.
7. Collaborative and enjoyable; builds productive and mutually-respectful relationships; engenders trust; open to input and coaching.
8. Self-starter; gets things done without day-to-day oversight. Exhibits an appropriate sense of urgency; establishes and meets deadlines. Well-organized with strong attention to detail.
9. Understands libel implications and intellectual property requirements.
10. Ability to lift and transport production equipment (up to 75 lbs).

REPORTS TO: Creative Director

DUTIES & RESPONSIBILITIES:

1.* Regularly collaborate with the Creative Director and the Editorial Director and Managing Director of *The Catholic Telegraph* to determine areas of strategic priority for which video storytelling is needed. Proactively identify specific stories.

2.* Plan, shoot and produce short-form videos (anywhere from :15 to 5:00) for use on digital platforms, at events, in presentations, by the Creative Director, Communication Department, or other Pastoral Center offices.

3.* Edit and produce videos utilizing footage, color correction, mixing audio, graphics, titles, music, lowers thirds and motion elements.

4.* Identify, plan, and conduct interviews, capture liturgical celebrations and collect b-roll.

5.* Collaborate with selected Pastoral Center offices on videos which align with the office's goals.

6.* Operate and manage cameras, lighting and audio equipment. Ensure equipment is maintained; oversee project equipment needs year-to-year.

7. Oversee the Archdiocese of Cincinnati and *The Catholic Telegraph* YouTube channels.

8. Actively participate in the life of the Communication Department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned by the Creative Director.

SUPERVISION RECEIVED: Creative Director

SUPERVISION EXERCISED: Selected outside vendors

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	**Salary**	**7 hours per day**	**35 hours per week**
	260 Days	**12 months**	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date