JOB DESCRIPTION

Videographer/Editor

Definition of Class
The incumbent coordinates and participates in videotape productions for University departments, state and federal agencies, as well as, outside clients in the community. This is a non-supervisory position in which the incumbent works under the supervision of the Producer.

Examples of Work Performed
Edits videotapes to produce quality video products.

Performs routine preventive maintenance and makes minor repairs to video photography equipment; makes recommendations concerning major repairs or replacement of equipment.

Interfaces with faculty, staff, students, and clients to determine needs of the customers.

Utilizes the videography/audio equipment to videotape events for the University.

Performs “On-Camera” reporting and reading of narratives as needed.

Supervises production assistants on ENG shoots.

Performs similar or related duties as assigned or required.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Edits videotapes.
2. Maintains and makes minor repairs to video photography equipment.
3. Operates equipment to videotape University events.
4. Performs “On-Camera” duties as needed.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may
be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements for this job include close vision and color vision.

**Accommodation:** Ability to adjust focus. Color Vision: Ability to identify colors.

**Speaking/Hearing:** Ability to give and receive information through speaking and likening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms; and to stoop, kneel, crouch or crawl; and to climb or balance. The incumbent is occasionally required to sit.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four year college or university.

AND

**Experience:**
One (1) year experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by Department of Human Resources.

**Background Requirements**
This position requires a background check upon hire. *(Athletic department employees only)*

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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