



## Position Description

**Position:** Learning Content Videographer and Rich Media Educational Editor  
**Department:** Office of Online and Digital Learning, Academic Affairs  
**Full-time or Part-time:** Full-time, exempt  
**Reports to:** Associate Dean for Online and Digital Learning

**Position Overview:** The Videographer and Educational Editor will play a crucial role in the Office of Online and Digital Learning at Princeton Theological Seminary. This individual will be responsible for creating, planning, and editing rich media content for graduate-level curricular and co-curricular programming. They will support all areas within Academic Affairs, including Continuing Education, Centers, Institutes, and Initiatives, while also collaborating with Marketing and Communications to enhance marketing efforts through videography and editing.

### Essential Functions:

#### 1. Videography and Production:

- Capture high-quality video content for various educational purposes.
- Conduct pre-production planning, including storyboarding, scripting, and scheduling.
- Operate cameras, lighting, and audio equipment to ensure professional-grade video recordings.

#### 2. Editing and Post-Production:

- Edit raw footage into polished, engaging educational videos.
- Integrate graphics, animations, and other multimedia elements to enhance the learning experience.
- Ensure all content aligns with the seminary's educational standards and branding guidelines.
- Support and contribute to building a cohesive Digital Content Library.

#### 3. Collaboration and Support:

- Work closely with faculty, staff, and other stakeholders to understand project requirements and objectives.
- Provide videography and editing support for continuing education programs, centers, institutes, and initiatives.
- Collaborate with the Marketing and Communications team where appropriate to support overall strategy and maximize resources and capacity.

#### 4. Project Management:

- Manage multiple projects simultaneously, ensuring timely and high-quality delivery of video content.

- Maintain organized records of video assets and project files.

### **Required Skills and Qualifications:**

- **Videography Expertise:**
  - Proficient in operating professional video cameras, lighting, and audio equipment both in studio and field environments.
  - Strong understanding of video production techniques, including framing, composition, and camera movement.
- **Editing Proficiency:**
  - Advanced skills in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
  - Experience with motion graphics and animation software (e.g., After Effects) is a plus.
  - Ability to color grade, mix audio, and apply visual effects to enhance video quality.
- **Pre-Production and Planning:**
  - Excellent storyboarding, scripting, and project planning abilities.
  - Creative mindset with the ability to conceptualize and visualize complex educational content.
- **Collaboration and Communication:**
  - Strong interpersonal and communication skills to work effectively with diverse stakeholders.
  - Ability to understand and translate educational goals into engaging video content.
- **Technical Knowledge:**
  - Familiarity with various video formats, codecs, and compression techniques.
  - Knowledge of best practices for video content delivery across different platforms.
- **Organizational Skills:**
  - Strong attention to detail and ability to manage multiple projects concurrently.
  - Self-motivated with excellent time management and organizational skills.

**To apply:** Interested candidates should submit a cover letter, CV, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at [apply@ptsem.edu](mailto:apply@ptsem.edu). Review of applications will begin immediately.

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