



Position Description

Position:	Videographer and Rich Media Educational Editor
Department:	Academic Affairs
Full-time or Part-time:	Full-Time: Hybrid
Hours:	35 hours per week
Months per year:	N/A
Reports to:	Angela Gale, Director of eLearning & Instructional Design

Job Purpose:

Princeton Theological Seminary is seeking a creative, technically skilled, and collaborative Learning Content Videographer and Rich Media Educational Editor to join the Online and Digital Learning (ODL) team. This role is central to creating high-quality videos and rich media content that supports graduate-level curricular and co-curricular learning experiences across Princeton Seminary.

The Videographer and Rich Media Educational Editor partners closely with the Associate Dean of Online and Digital Learning, the Director of eLearning & Instructional Design, instructional designers, faculty, instructors, and institutional stakeholders to plan, record, edit, and deliver educational video and multimedia resources that enhance teaching and learning. The role supports video production for online and digital learning initiatives, continuing education programs, centers, institutes, and other Seminary initiatives, while collaborating with Marketing and Communications where appropriate to align strategy and maximize shared resources.

The ideal candidate brings strong expertise in video production, post-production editing, educational multimedia, and visual storytelling, along with the ability to translate learning goals into engaging digital content for adult learners.

Essential Functions:

- Capture high-quality video content for educational, curricular, co-curricular, and institutional learning purposes.
- Conduct pre-production planning, including storyboarding, scripting support, scheduling, production logistics, and coordination with faculty, instructors, SMEs, instructional designers, and ODL colleagues.
- Operate cameras, lighting, audio, and related production equipment in studio and field environments to ensure professional-grade video recordings.
- Edit raw footage into polished, engaging, and accessible educational videos that support learning objectives and adhere to Princeton Seminary standards.
- Integrate graphics, animations, captions, audio mixing, color correction, and other multimedia elements to enhance clarity, engagement, and learner experience.

- Apply educational multimedia principles to create online learning materials, interactive media, and other digital content that supports effective teaching and learning.
- Collaborate with professors, subject matter experts, instructional designers, and other stakeholders to develop multimedia and learning resources aligned with course objectives.
- Provide videography and media editing support for continuing education programs, centers, institutes, initiatives, and other Seminary and Academic Affairs priorities.
- Collaborate with Marketing and Communications where appropriate to support institutional strategy, visual consistency, and efficient use of shared resources.
- Support and contribute to the development of a cohesive digital content library, including consistent organization, naming, storage, and retrieval practices for video assets and project files.
- Manage multiple video and multimedia projects simultaneously, use Monday.com to track progress, communicate with faculty, subject matter experts, instructional designers, and other stakeholders, and ensure timely delivery of high-quality media assets.
- Maintain organized records of video assets, project files, release documentation, and production workflows.
- Create and maintain process documentation to support continuity, production standards, and onboarding of future staff or collaborators.
- Design and facilitate on-campus video workshops that teach students the fundamentals of video production, visual storytelling, and creating engaging content for social media.
- Contribute to ODL innovation projects, digital learning workflows, and continuous improvement initiatives.
- Collaborate closely with ODL leadership, instructional designers, faculty, subject matter experts, and campus partners to advance team priorities, support Seminary-wide initiatives, and develop creative media solutions that enhance teaching, learning, engagement, and institutional impact.

Qualifications and Skills:

- Bachelor's degree in Film, Media Production, Instructional Technology, Communications, Digital Media, or a related field, or equivalent professional experience.
- Demonstrated expertise in professional video production, including camera operation, lighting, audio capture, framing, composition, visual storytelling, and studio and field production environments.
- Advanced proficiency with video editing and post-production tools such as Adobe Premiere Pro, Adobe After Effects, Final Cut Pro, or comparable software, including color grading, audio mixing, motion graphics, visual effects, and multi-platform content delivery.
- Strong understanding of video formats, codecs, compression methods, accessibility standards, captioning, and best practices for digital media distribution.
- Knowledge of educational multimedia principles and experience creating engaging video, interactive media, and digital learning resources that support teaching, learning, and learner engagement.
- Excellent pre-production, storyboarding, scripting, project planning, and production and project management skills.
- Strong consulting and relationship-building skills, with the ability to put faculty, subject matter experts, and interview participants at ease while guiding them through the video production process.
- Ability to understand educational goals and translate them into compelling multimedia experiences that support learning outcomes.
- Strong interpersonal, communication, and collaboration skills, with the ability to work effectively with faculty, subject matter experts, instructional designers, staff, students, and institutional partners.

- Exceptional attention to detail, including adherence to file organization standards, naming conventions, metadata requirements, version control practices, quality assurance processes, and digital asset management protocols.
- Demonstrated ability to take initiative, anticipate project needs, solve problems proactively, and independently manage priorities while keeping stakeholders informed and projects moving forward.
- Strong organizational and project management skills, including the ability to establish efficient workflows, track progress across multiple projects, manage stakeholder communications, and consistently meet deadlines.
- Ability to work independently and as part of a collaborative, mission-driven team.

Preferred:

- Experience working in an academic, theological, or educational setting.
- Understanding of pedagogical principles, adult learning, and instructional design practices.
- Experience producing media for online, blended, hybrid, or low-residency learning environments.
- Experience supporting faculty, instructors, SMEs, or instructional design teams in developing multimedia learning resources.
- Familiarity with the mission and values of Princeton Theological Seminary.

To apply:

Interested candidates should submit a cover letter, resume, a portfolio showcasing relevant videography and editing work, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary. Review of applications will begin immediately.

Equal Opportunity Statement:

Princeton Theological Seminary is an equal opportunity employer and encourages applications from individuals of diverse backgrounds. We value and seek diversity in our workforce and are committed to creating an inclusive environment for all employees.

Date: August 6, 2026