

Title: <b>Videographer</b>	Effective Date: June 24, 2017	Grade: XIII	Job Category: Professional
Prior Title: External Communications Coordinator	Prior Effective Date: August 30, 2016	Grade: XIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

As an integral team member of the Public Information Office, the Videographer is responsible for producing video content for a range of creative, technical and documentary purposes of the Commission and the Department.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Function as the official videographer for the Commission and the Department.
- Write, shoot, and edit audio/video productions for internal and external consumption.
- Manage the Department's video library.
- Work with the Digital Content Coordinator and the External Information Coordinator to ensure the Department realizes maximum benefit through its video platform sites, the use of social media as it relates to video, and through new emerging technologies.
- Maintain equipment and supplies in cooperation with the Photographer to support the Department's production studio.
- Assist the Community Relations Manager in planning and execution of commemorative events including groundbreakings and ribbon cuttings.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in a field related to the area of responsibility OR the educational equivalent to a diploma from an accredited high school plus four years of related work experience. Experience in web and social media management in a professional environment. Experience in audio/video production (samples of work may be requested). Ability to communicate clearly and effectively in both written and verbal formats.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*