



## POSITION ANNOUNCEMENT

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| <b>JOB TITLE:</b>  | <b>VIDEO PRODUCER</b>                 |
| <b>TYPE OF VACANCY:</b>  | <b>CONTRACTUAL</b>                    |
| <b>DEPARTMENT:</b>   | <b>OFFICE OF UNIVERSITY RELATIONS</b> |
| <b>SUMMARY:</b>  |                                       |
| <p>The Video Producer in the Office of University Relations is responsible for the comprehensive production of a broad range of video content which projects various aspects of University of The Bahamas to national, regional and international audiences. This includes collaborating with University constituents to determine needs, developing concepts and scripts, and filming and editing to produce video narratives which promote the UB brand.</p>   |                                       |
| <b>DUTIES AND RESPONSIBILITIES:</b>  |                                       |
| <p>The position of Video Producer is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Meet and collaborate with University constituents including administrators, faculty and department leaders on video projects needed to promote and market programme development, operational and infrastructural advancements, campus activities, and events;</li> <li>• Conceptualize video projects, plan video shoots, and develop relevant scripts for various projects that meet the goals and objectives of the institution;</li> <li>• Coordinate all technical aspects of video projects;</li> <li>• Execute on-site/on-location and off-campus shoots including audio, camera operation and talent direction as needed;</li> <li>• Edit and produce final, quality video and audio content for digital and online media;</li> <li>• Perform post-production tasks, including reviewing footage and providing rough cuts to supervisors for approval of editorial content;</li> <li>• Compress/encode video projects for output, making them available in a variety of formats;</li> <li>• Advise, recommend and implement best practices for the management of a large video archive;</li> <li>• Provide and upload video content for various social media channels inclusive of the terms for search engine optimization;</li> <li>• Troubleshoot in dynamic situations, and resolve technical issues as they arise;</li> <li>• Perform additional duties as required.</li> </ul> |                                       |
| <b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b>   |                                       |
| <b>Technical Skills</b>  |                                       |
| <ul style="list-style-type: none"> <li>• An advanced understanding of television and radio show production, logistics and story development.</li> <li>• Strong skills in show development, design and implementation of content.</li> <li>• Proficiency in ENG &amp; EFP and studio and field production.</li> <li>• Troubleshooting technical difficulties in interface with Mac computers, audio board mixers and playback.</li> <li>• Proficiency in converting and providing audio content for traditional and new media.</li> </ul>   |                                       |



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- High level of proficiency working with Adobe Premiere Software and Final Cut Pro software and video production.

### **Experience**

- Strong interpersonal and verbal communication skills.
- Proficiency in written communication.
- Strong organizational skills.
- Demonstrated ability to coordinate and conduct professional interviews.
- Ability to work efficiently under competing, high pressure deadlines.

### **QUALIFICATIONS:**

- A relevant baccalaureate degree in Video Production, Film Production, Television Production or a related discipline AND
- A minimum of five (5) years' experience in the areas of broadcast television preferably network level.
- At least one year in radio production is preferred.

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| <b>TERMS:</b> | <b>Contractual Appointment</b> |
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| <b>DATE PUBLISHED:</b> | <b>December 6, 2017</b> |
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| <b>APPLICATION END DATE:</b> | <b>December 20, 2017</b> |
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| <b>DATE TO BE REMOVED:</b> | <b>December 21, 2017</b> |
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**Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:**

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form ([www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf](http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf))
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

**E-mail Address:**

[hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

**Attn: Vice President, Human Resources**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Video Producer.*