



## Technical Professional – Videographer/Telecommunications -

**Start Date:** Fall Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$40,000/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rcc.edu/human-resources/benefits-information>.

\*This is a one (1) year grant funded position\*

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on November 06, 2015.

### Summary

The position is for a full-time, one (1) year position for a multimedia specialist/videographer for Red Rocks Community College. The videographer will be responsible for defining and generating photography and video that conveys Red Rocks in a direct, authentic, creative and captivating way. The position will include creating storyboards, creating original videos, editing and producing videos and slideshows, photo essays or individual assignments that capture unique aspects of what it feels like to be at Red Rocks Community College.

### Responsibilities

Responsible for all video, audio, and motion graphic production, including concepting, storyboarding, planning, shooting, organization and lighting of video shoots, creating graphics, editing, color correction, compression and encoding of videos, and digital asset management.

Edits all videos (and all other post-production tasks) which includes reviewing footage, rough cuts, audio adjustment, color correction, and final editing using Premiere, Final Cut Pro, After Effects, and/or other industry standard software.

Collaborates with Marketing Department to ensure consistency with Red Rocks core messaging and branding, as well as any department goals and objectives. This includes helping to develop and maintain a vision and voice for each brand.

Completes other projects and responsibilities as assigned by the Director of eLearning and Director of Student Outreach and Retention, Student Success.

Provides mentoring and training for Red Rocks team members as needed in both audio and video production.

- Shoot video in studio and on location.
- Ability to create storyboards and scripts that depict customer's vision.
- Must possess strong collaboration and interpersonal skills with the ability to accept input from other Red Rocks team members.
- Must have practical knowledge of audio and video signals digital characteristics, compressions, and conversion techniques; streaming technologies; file formats; and display devices.
- Must have practical knowledge of video composition principles and techniques such as framing, lighting, optics, perspectives, layering, keying, and sound design.
- Must be highly organized with the ability to prioritize and coordinate multiple work activities to meet critical deadlines.
- Can edit linear and non-linear video on both PC and Mac Platforms.
- Knowledge of open and closed captioning for the hearing impaired.
- Arranging music and capturing narration and editing for final.
- Must be highly organized with the ability to prioritize and coordinate multiple work activities to meet deadlines.

## Qualifications

### Minimum Qualifications:

- Experience in journalism, mass communications, or other multimedia production field or experience in a media related field such as digital media, web media, video production, videography, or graphic design
- At least 2 years' experience in videography and video editing
- Proficient on Mac or PC
- A self-starter – able to work independently and move projects forward
- Able to interact with all levels within and outside the organization

### Preferred Qualifications:

- Bachelor's Degree in journalism, mass communications, or other multimedia production field
- Strong skills in the Creative Suite Master Collection, particularly Photoshop, After Effects, Premiere, and other professional Apple Media Software applications such as Final Cut Pro, Final Cut Pro X, Keynote, iBooks, and Motion
- 1-2 years of documented customer service experience in the video production field
- Skills and knowledge in photography a plus
- Strong time managements and troubleshooting skills

## To Apply

To apply for this position the following are required: (1) A completed RRCC employment application  
**(Only information contained on the application will be used to determine if applicants meet**

**minimum qualifications. Please use dates.**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of “see resume” will not be considered.**

### **About Red Rocks Community College**

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran’s status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*