Variable Hour, part-time – Instructional Videographer – Instructional Technology

Department: Instructional Technology

Position Title: Instructional Videographer

Position Type: Part-time, Variable Hour

Red Rocks Community College is seeking a part-time Instructional Videographer!

Connect daily and make a difference in the lives of thousands of students working to earn an Associate's, Bachelor's, or a Master's degree at Red Rocks Community College (RRCC). RRCC has two campuses: our main campus in Lakewood, Colorado and our newly expanded campus in Arvada, Colorado. Red Rocks is Colorado's premier community college and the fourth largest in the state, serving over 15,000 students each year. RRCC is the first community college in the nation to offer a Master's degree in Physician Assistant studies and the first in Colorado to offer a Bachelor's degree in Water Quality Management.

This position is located on the 140-acre, beautifully landscaped, Lakewood main campus, high in the foothills, with views looking along the Front Range to Boulder and beyond. Just minutes from downtown Denver, with dedicated RTD light-rail and bus stops, commuting is quick and easy. At Lakewood, RRCC offers employee access to an on-campus coffee shop and cafeteria, an on-campus children's center, health clinic, recreational facilities, and a brand new 38,000 square foot recreation center, complete with climbing wall, a large gym with basketball courts, state of the art fitness equipment, and full locker rooms to make your transition back to work easy and efficient.

Job Description/Summary:

The Videographer position supports the College's Instructional Services division and Instructional Technology Department, faculty and instructors by creating, producing, and editing high quality videos (footage, motion graphics, narration, music), audio, and photography for instructional support of academic programs and classes. The videographer works with RRCC Instructional Designers and faculty to create engaging, professional videos that convey course content in Red Rocks programs.

Essential Functions:

50% of time: Responsible for video production from start to finish, including pre-production, shooting, editing, animation, and post-production utilizing processes that encompass instructional design, graphics or motion design, and video shoots. Edit linear and non-linear video on both PC and Mac Platforms and produce product with open and closed captioning for the hearing impaired.

- Produce video projects to coordinate with existing communication and media activities and which incorporate and promote the principles of Universal Design and course accessibility.

- Create and develop multimedia (audio/video) in support of instruction and academic content delivery.

- Record and edit video, slide and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management, and archiving project media.

- Produce product illustrating a deep understanding of the ultimate learning goals, pedagogical methodologies, and the benefits and limitations of using video as a teaching tool.

20% of time: Work with instructional technology staff and faculty members to determine how instructional videos can be effective as a meaningful teaching and learning tool. Work to produce instructional videos, slideshows and PowerPoints that encompasses pedagogical, creative, and technological elements that ultimately conclude in a learner-centric digital experience appropriate for a learners found in higher education.

10% of time: Determine equipment necessary for each project including cameras, audio and video recorders, microphones and props; plan video shoots; scout, select, and reserve shoot locations.

10% of time: Assist in developing production schedules and project timelines that enable productive and efficient implementation of audio recording, video/photo shoots including any set builds, shoot time, post-work, and approvals.

10% of time: Responsible for naming, transferring, and storing related media.

Job Qualifications:

Minimum Qualifications:

- A Bachelor's degree in photography or cinematography, or a related field.
    - **i. Substitute:** A combination of education, certifications and professional experience may be substituted for the degree on a year for year basis but must include content strategy, camera movements for production, cinematic composition, video editing, voice narration, pre-production techniques for low budget films, photo equipment, processes and techniques. Six (6) months conducting technology related trainings and presentations.
- Two (2) years of experience providing support as a videographer.

Required knowledge, skills & abilities:

- Knowledge of content optimization.
- Excellent writing, editing (photo/video/text), presentation, and communication skills.
- Proficiency with post-production digital video editing, still and motion graphics design, and video compression for multiple delivery platforms.
- Proficiency with professional cameras, HD and SD formats, pre-production/planning, studio and field production, lighting/grip, and photography.
- Excellent organizational skills with the ability to prioritize and coordinate multiple work activities to meet deadlines.

Pay information:

Wage: $20.16/hour

Paid: Bi-weekly

This is a temporary grant funded position and is dependent on available funding.

How to Apply:

Click here to apply for this position!

For questions about this position, please contact **Jon Johnson** at **Jon.Johnson@rrcc.edu**.

For questions about Variable Hour, part-time employment in general, please contact Bob Miller at Bob.Miller@rrcc.edu.

This position will remain open until 7.9.20.

Title IX, Diversity and EEO Statement:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

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.

RRCC conducts 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 303.914.6494.