

## **VIDEOGRAPHER / CONTENT CREATOR**

**Part time position available**

**Class:** LP  
**Status:** Non-Exempt

Boone County Public Library is seeking a talented, driven and dynamic individual. The Videographer/Content Creator Specialist will be responsible for shooting and producing promotional videos. The Videographer/Content Creator Specialist will create content for both written and video content for blog posts, newsletter articles, social media sites and the library's website. The Videographer/Content Creator will work with other members of the department to execute publicity strategies from concept to completion. This individual interacts extensively with the public and with other staff members. This will be a 20 hour per week part time position.

### **RESPONSIBILITIES**

- ✓ Creates video content for trainings, promotions, social media, the local history department and the library's website.
- ✓ Transports, sets up and operates various production equipment including cameras, audio recorders, lighting equipment, props and microphones for off-site location and in-house production.
- ✓ Performs editing and assembling final visual/audio product.
- ✓ Rewrites, paraphrases or writes content from scratch depending on assignment.
- ✓ Develops engaging content for articles, blogs, stories and social media for all audiences
- ✓ Collects and shoots b-roll footage of Library locations, outreach vehicle and library events.
- ✓ Edits and proofreads content created by other library content writers.

Perform other duties as assigned

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

Undergraduate degree in a related discipline. 2-5 years progressively more responsible related work experience **OR** Equivalent combination of education, technical training, and work experience that will provide the required knowledge, skills and abilities

### **OTHER REQUIREMENTS**

Full comprehension of production process, from planning to delivery  
Ability to work collaboratively with the PR team to implement best practices and develop concepts for future content  
Proficiency with Final Cut Pro, Adobe Premier, Movie Maker or other video editing software  
Work with project leads on concepts, including proposal creation and script development  
Proficient in audio recording/editing  
Highly creative, must be a self-starter and work with minimal supervision  
Strong problem solving skills  
Knowledge of current video/social media trends  
Ability to deal tactfully and effectively with the public and with other staff members

## **VIDEOGRAPHER / CONTENT CREATOR**

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Ability to work under general supervision, also requiring work to be performed independently  
Ability to understand and follow verbal and written instructions  
Proficiency with computers, the Internet and various software programs  
Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services  
Demonstrated organizational skills and the ability to manage multiple priorities  
Valid driver's license and safe driving record

### **PHYSICAL DEMANDS**

Light to medium work [lifting, pushing or pulling 20-50 lb. Maximum]  
Reaching, bending, kneeling and crouching to retrieve and replace library materials, files, supplies  
Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles  
Carrying or otherwise moving boxes/materials into and out of various buildings  
Handling library vehicle in heavy traffic and on narrow and/or winding roads  
Traveling to various locations as required

### **WORK ENVIRONMENT**

Maintain a flexible work schedule in order to accommodate evening and weekend shifts and travel to on-site locations for taping.  
Climate controlled environment within library facilities  
Barrier free work areas within library facilities  
Exposure to heat and cold while transporting materials  
Exposure to dust and fumes from vehicle  
Exposure to vibration from vehicle movement

### **Compensation**

\$ 16.60 per hour

**If you have the qualifications for this position, send application, cover letter and resume to:**

Human Resources Manager  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
E-mail: [jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410

**Deadline for accepting applications: January 23, 2019 or until filled.**